
Elementary School Secretary Resume

Job Objective

Seeking an Elementary School Secretary position utilizing my skills and knowledge.

Highlights of Qualifications:

- Hands-on experience in handling and executing administrative and secretarial work of elementary school office
 - Immense knowledge of school office practices and record-keeping techniques
 - Extensive knowledge of School district regulations and School Board policies
 - Familiarity with using MS Office software and operating modern office equipments
 - Ability to author work-related reports and draft official correspondence
 - Ability to communicate with school staff, students and parents, in a pleasant manner
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Professional Experience:

Elementary School Secretary
Mofatt County School District – Craig, CO
August 2012 – Present

Responsibilities:

- Handled and forwarded incoming telephone calls and voice messages to appropriate personnel.
- Developed and maintained calendar of Principal appointments, school events, and meetings.
- Responded to information requests from teachers, staff, and students and resolved their general complaints.
- Entered and maintained school staff and student attendance records, electronically.
- Set up and maintained school's record keeping systems and facilities.
- Prepared and maintained complete and accurate files related to school finances.

Elementary School Secretary
Jamestown Public School District – Jamestown, ND
May 2009 – July 2012

Responsibilities:

- Screened and handled incoming phone calls and messages, politely and promptly.
 - Checked, processed, and delivered all incoming office correspondence to appropriate recipients.
 - Assisted with student enrollment activities and provided class schedules to students, as required.
 - Prepared and maintained various school reports and records related to school, staff, and students.
 - Operated and handled various office equipments, safely and efficiently.
 - Interpreted and complied with School and District policies and objectives.
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Education:

Bachelor's Degree in Special Education
Manchester College, North Manchester, IN

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