
High School Registrar Resume

Job Objective

Looking for a position of High School Registrar where I may utilize my skills and experience to provide exceptional services.

Highlights of Qualifications:

- Admirable experience in maintaining records for all high schools staff members and students
- Sound knowledge of school policies and regulations
- Profound knowledge of school district organizations
- Ability to schedule activities for registrar office
- Ability to maintain confidentiality of information for campus
- Ability to coordinate with students, parents and staff members
- Ability to manage database for high school

Professional Experience:

High School Registrar
Hayward Unified School District, Walnut Creek, CA
August 2007 – Present

- Supervised all recordkeeping functions for student attendance processes.
- Provided assistance to parents and students in enrollment and transfer processes.
- Supervised issuance of all admits cards to students.
- Maintained accuracy in all student records such as home address and numbers.
- Obtained required transcripts and maintained record for students.
- Assisted in collection of information to maintain schedule of students.
- Prepared student files and demographic data for students.
- Scheduled activities in coordination with various departments.

High School Registrar
Dallas Independent School District, Walnut Creek, CA
May 2004 – July 2007

- Maintained statistical records for enrolment processes for clerical work.
- Organized registration of new students and ensured eligibility for appropriate program.
- Analyzed registration forms and ensured accuracy of all information.
- Administered request records for all new students from any previous schools.
- Maintained record and obtained transcript for requesting schools.
- Maintained cumulative records for all student information.
- Managed regular communication with administrators and counselors.
- Reviewed transcripts for all graduating seniors and ensured compliance to graduation requirement.

Education:

Bachelor's Degree in Business
Iowa State University, Ames, IA

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