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## Parish Administrator Resume

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### Job Objective

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Looking for work as a Parish Administrator to help increase the efficiency and help the organization to meet their long-term goals.

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### Highlights of Qualifications:

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- Remarkable experience in organizational management
  - Deep knowledge of overseeing finances
  - Huge knowledge of Human Resources practices and accounting principles
  - Familiarity with computer systems and software
  - Amazing ability to maintain confidentiality
  - Ability to be a team leader and supervisor of the lay staff
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### Professional Experience:

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Parish Administrator  
Grace Church, Tucson, AZ  
November 2007 – Present

- Managed parish diary and aided distribution of committee papers.
- Handled parish correspondence and aided as first point of contact.
- Formulated appointments for the Vicar.
- Outlined annual calendar of parish events.
- Corresponded production of parish's Annual Report book.

Parish Administrator  
KINGO LUTHERAN CHURCH, Tucson, AZ  
December 2003 – October 2007

- Managed statutory documents and internal notice boards.
  - Handled telephone messages and corresponded parish mailings.
  - Regulated ordering of supplies for parish.
  - Maintained equipment in Parish Office.
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### Education:

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Bachelor's Degree in Business Administration  
Stony Brook University, Stony Brook, NY

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