
Parish Administrator Resume

Job Objective

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

Highlights of Qualifications:

- 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
-

Professional Experience:

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.
-

Education:

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

[Build your Resume Now](#)