
Powerschool Administrator Resume

Job Objective

Powerschool Administrator with strong desire to learn and grow seeking position with organization in which to use my skills to their fullest.

Highlights of Qualifications:

- Remarkable experience in manipulating datasets
 - Huge knowledge of facilitating group trainings
 - Deep knowledge of MS Office and SQL and HTML
 - Amazing ability to manage under pressure
 - Outstanding ability to work in a team
 - Excellent quantitative analytical skills
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Professional Experience:

Powerschool Administrator
Aspire Public Schools, Saint Louis, IL
November 2007 – Present

- Installed security access, system settings and PowerGrade settings.
- Managed yearly processes and carried out advanced searches and queries.
- Handled importing and exporting data.
- Coordinated about functions for Home Office staff.
- Maintained accuracy of data and handled problems.
- Updated state CSIS and aided organization.

Powerschool Administrator
TEAM Schools, Saint Louis, IL
December 2003 – October 2007

- Managed SIS information system.
 - Coached users on gradebook functions.
 - Monitored grades, attendance records and conducted enrollments.
 - Established schedule for verifying contact information.
 - Outlined reports and transcripts.
 - Assisted school leaders and monitored parent and student access functions.
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Education:

Bachelor's Degree in Information Management/Computer Science
Temple College, Temple, TX

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