
SCHOOL ADMIN ASSISTANT RESUME

Objective:

To obtain the position of School Admin Assistant in a company where I can excel and further enhance my ability to succeed in the workplace.

Summary of Skills:

- Profound knowledge in use of the Microsoft Office application and web-based applications.
- Willingness to learn new programs as required.
- Profound ability to maintain strict confidentiality and serve the needs of employees and applicants.
- Proven ability to identify problems and escalate sensitive issues to management.
- Ability to improve the learning and social environment of the school for the students
- Skilled at operating a variety of office equipment – calculator, typewriter, fax machine and copier

Work Experience:

School Admin Assistant
St. Thomas School, Tallahassee, FL
August 2005 to till date

- Assisted in yearly teacher evaluations; and in providing guidance to staff and students.
- Resolved conflicts between students, teachers, parents and combinations of conflicts between various individuals.
- Encouraged a positive climate in the school; directed assemblies and other special gatherings of students for events throughout the year.

School Admin Assistant
Greater Atlanta Christian Schools, Tallahassee, FL
May 2000 to July 2005.

Compiled information to maintain records related to programs, students, financial activity, budgets, and attendance.
Established a filing system for the ease of reviewing, revising, verifying various documents.
Communicated with personnel and various outside agencies by exchanging information to resolve issues.
Maintained appointment and activity schedules.
Administered basic first aid to students as directed.

Education:

Associate Degree in Arts
St. Louis University, St. Louis, MO

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