
SCHOOL ADMINISTRATIVE ASSISTANT RESUME

Objective:

Seeking the School Administrative Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Proficient with Microsoft Office application.
- Excellent communication skills, both written and verbal.
- Exceptional ability to adapt to a rapidly changing environment and requirements.
- Highly organized and detail oriented.
- Proven ability to work independently and in a team environment.
- Profound ability to exercise independent judgment, decision and a high level of confidentiality.
- Ability to maintain cooperative working relationships with parents
- Ability to compute data, distribute brochures, manage purchases and ensure financial tracking

Work Experience:

School Administrative Assistant
Guilford Central School, Milwaukee, WI.
August 2005 to till date

- Maintained student records, logs of screenings, inquires, waitlists, lists for accepted and non accepted applicants.
- Mailed and collected registration materials, prepared enrollment and re-enrollment agreements for current and new students.
- Created class list for each teacher after coordinator assigns students to appropriate class.
- Provided student reports to department coordinator, teachers, and co workers and generated monthly student and staff attendance.
- Prepared, memos, letters, and other documents, administered mails and correspondence.

School Administrative Assistant
INNOVATION SCHOOL, Milwaukee, WI
May 2000 to July 2005

- Assisted in distributing & receiving after school applications each session.
- Provided administrative support to the office including compiling reports, processing invoices and expense reports and maintaining files.
- Provided secretarial support to the director, dean, and faculty.
- Maintained all the educational records of students.
- Communicated information regarding school events, schedules, and procedures.

Education:

Associate Degree in Arts
Duke University, Durham, NC

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