
School Administrative Coordinator Resume

Job Objective

School Administrative Coordinator with exceptional knowledge looking for a job in your company.

Highlights of Qualifications:

- Hands-on experience in supervision and management of administrative functions of the school
 - Profound knowledge of report writing and recordkeeping procedures
 - Outstanding knowledge of inventory procurement, monitoring, and management practices
 - Familiarity with operating computer and using Interactive Whiteboard
 - Ability to work extended school-office hours, weekends, and holidays, when needed
 - Ability to assist with school fundraising and event planning activities
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Professional Experience:

School Administrative Coordinator
Corinthian Colleges – Houston, TX
August 2012 – Present

Responsibilities:

- Collaborated with school administrators and coordinated all school activities.
 - Received and responded to incoming phone calls and office mails, in a professional manner.
 - Reviewed, edited, and dispatched various school materials to students and parents.
 - Supported fundraising initiatives and coordinated various school events.
 - Ordered and replenished the stock level of various school supplies, as required.
 - Handled and forwarded repair and maintenance job requests to appropriate department official.
 - Updated and maintained the school student database, accurately and properly.
 - Directed and managed the assigned team of assistants and student workers.
 - Obtained, processed, and reviewed non-exempt staff timesheets, as needed.
 - Developed and maintained cordial relationships with school staff and student body.
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Education:

Master's Degree in Business Administration
Atlantic Union College, South Lancaster, MA

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