
SCHOOL CLERICAL ASSISTANT RESUME

Objective:

To obtain a School Clerical Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities..

Summary of Skills:

- Ability to carry out general office duties
- Ability to maintain hard & soft copies and electronic records with confidentiality at all times.
- Ability to perform receiving, sorting and distributing post
- Ability to organize, fill and photocopy, send emails, faxes, and answer and make telephone calls.
- Strong organizational skills.
- Profound ability to multiple projects.
- Proven ability to administer details in a responsible manner.
- Exceptional ability to work independently and with a team.
- Familiarity with social media.
- Ability to acquire and analyze secondary data.

Work Experience:

School Clerical Assistant
Cambridge Elementary School, New York, NY
August 2005 to till date

- Maintained and updated internship files; corresponded with internship supervisors and students about internship opportunities.
- Assisted department chair with administrative projects and data collection.
- Ensured to organizing refreshments during meetings and events.
- Assisted with receiving and dispatching the school's post.

School Clerical Assistant
Amherst Regional High School , New York, NY
May 2000 to July 2005.

- Administered general reception duties including dealing with telephone enquiries and visitor and parent enquiries.
- Received and delivered mail appropriately.
- Adhered to Safeguarding Policy while entertaining visitors.
- Managed to undertake clerical work such as typing, filing and supporting the administration team.
- Assisted with receiving and dispatching the school's post.

Education:

Associate Degree in Administrative Office Management
George Washington University, Washington, DC

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