
School Clerk Resume

Job Objective

To secure the position of School Clerk that will allow me to utilize acquired skills and experience.

Work Experience:

School Clerk
East Syracuse Minoa School District, Dalton, GA
May 2004 – Present

- Ensured to greet and assist visitors in a professional manner.
- Maintained confidentiality of records, communications and information and handled telephone with accurate etiquette.
- Developed and updated current and forecasted budget.

School Clerk
Giant Eagle, Dalton, GA
March 2002– April 2004

- Ensured student enrollment processes in comply with all regulations and standards.
- Maintained school calendar of events.
- Provided first aid and basic health care to ill students.
- Processed field trip forms and secured transportation.
- Organized volunteers to ensure prompt and efficient distribution.

Summary of Qualifications:

- Ability to manage children and understand their developmental needs.
 - Basic computers skills including word processing and e-mail.
 - Excellent communication and collaboration skills.
 - Proficiency in using scanner, printer, copier, fax, and telephone.
 - Ability to create business format documents.
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Education:

Associate Degree in Commerce
Houston Community College, Houston, TX

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