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## School Receptionist Resume

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### Job Objective

School Receptionist searching for an opportunity to use my skills, education and experience in this field to make positive contributions to growing company.

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### Highlights of Qualifications:

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- Sound knowledge of the procedures and practices of the school
  - Strong knowledge of reception and telephone etiquette and techniques
  - Wide knowledge of general clerical and record-keeping techniques
  - Familiarity with standard office practices, principles, and methods
  - Ability to receive all incoming calls/inquiries and directs and relay messages
  - Ability to provide information and assistance to students, staff and parents
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### Professional Experience:

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School Receptionist, August 2005 – Present  
MARS AREA SCHOOL DISTRICT, Ross, ND

- Managed all incoming calls, answered them and directed it to the appropriate staff member.
- Greeted all visitors with courtesy and guided them to their desired locations.
- Assisted the public, student and staff in their queries.
- Maintained a log of all visitors coming to the schools, issued passes through the Raptor System.

School Receptionist, May 2000 – July 2005  
Island School, Ross, ND

- Assisted the staff members in distributing the student materials such as homework.
  - Managed all mails and messages coming to the facility, sorted and distributed them accordingly.
  - Prepared reports on the computers such as the mailing lists and employee roster.
  - Administered the mailings by preparing the mailings on computer.
  - Updated all the necessary folders, managed the print shop requests and assisted in preparing all emergency folders.
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### Education:

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High School Diploma, Sees Charter School, Tempe, AZ

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