
STUDENT OFFICE ASSISTANT RESUME

Objective:

To obtain a Student Office Assistant position.

Summary of Skills:

- Exceptional interpersonal, organizational and customer service skills
 - Excellent ability to operate a range of Student office equipment
 - Proven ability to prioritize work and meet deadlines
 - Ability to maintain confidentiality
 - Remarkable ability to work independently and within a team environment
 - Good communication skills and diplomacy to interact and communicate effectively
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Work Experience:

Student Office Assistant, August 2005 to till date
Department of Workforce Services, McLean, VA

- Assisted with projects and daily operations of Vice President's office, and other related duties as assigned.
- Provided front line customer service to visitors.
- Compiled and computed all relevant data and maintained appropriate filing.
- Managed photocopying, compiling and assembling materials.
- Performed all the general clerical duties.

Student Office Assistant, May 2000 to July 2005
New Horizons Computer Learning Center, McLean, VA

- Maintained cordial relationship with students and faculty.
 - Computed data relating to student admission, academic scoring, personal records etc.
 - Created, computed and maintained all administrative related documents and files relating to faculty and staff.
 - Assisted the Dean, and other designates in planning, organizing and actual conducting seminars, symposia, graduation ceremony and other events.
 - Ensured to updated customer database and website.
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Education:

Associate of Applied Science in Office Administration, Coastline Community College, Fountain Valley, CA

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