



Sarah Robinson

Elementary School Secretary

CONTACT

(312) 555-9876

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United States, Chicago, IL

EDUCATION

2017 - 2021

Associate's Degree in Office Administration

Chicago Community College, United States, IL

Certified Administrative Professional (CAP)

Issued by IAAP, June 2024

First Aid & CPR Certified

Issued by the American Red Cross, August 2023

LANGUAGES

- Bilingual: English and Spanish

PROFESSIONAL SUMMARY

Organized and approachable Secretary with over 3 years of experience supporting administrative functions in a school setting. Skilled in managing student records, scheduling events, and providing exceptional customer service to parents, staff, and students.

EXPERIENCE

School Secretary 2023 - Now
Jefferson Elementary School, United States, Chicago, IL

- Manage the daily operations of the school office, including answering phones, greeting visitors, and coordinating student records.
- Organize and schedule parent-teacher conferences, school events, and staff meetings.
- Handle student attendance, and communicate directly with parents regarding absences and tardies.
- Process student registrations and maintain updated records in the database.
- Assist with the preparation of reports and administrative documents.

Administrative Assistant 2021 - 2023
Lincoln Park Elementary, United States, Chicago, IL

- Supported office staff in filing documents, managing supplies, and assisting in daily operations.
- Coordinated student transportation and after-school programs, ensuring smooth logistics.
- Assisted with preparing documents for board meetings, parent events, and other school functions.

Achievements
Successfully Managed a Major School Event
Jefferson Elementary School, May 2024

SKILLS

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|---|-------|
| Office Administration | ★★★★★ |
| Student Records Management | ★★★★★ |
| Scheduling and Event Planning | ★★★★★ |
| Parent and Staff Communication | ★★★★★ |
| Customer Service | ★★★★★ |
| Microsoft Office Suite (Excel, Word, Outlook) | ★★★★★ |