



Jessica Hall

Part-time School Secretary

(212) 555-2345

jessica.hall@gmail.com

United States, New York, NY

PROFESSIONAL SUMMARY

Detail-oriented and dedicated Part-time Secretary with over 2 years of experience supporting school administration. Skilled in office management, scheduling, and customer service. Seeking a part-time opportunity to bring organizational skills, attention to detail, and a positive attitude to a school office.

EXPERIENCE

2024 - Now

Part-time School Secretary

Greenwich Academy

United States, New York, NY

- Manage phone systems, emails, and visitor check-in processes.
- Schedule parent-teacher conferences and maintain school event calendars.
- Provide administrative support to teachers and staff, including preparing documents and handling data entry.
- Assist in managing student attendance and maintaining health records.
- Support school events and handle general office tasks as needed.

2023 - 2024

Administrative Assistant

Oakwood High School

United States, New York, NY

- Assisted with scheduling, answering inquiries, and providing administrative support for school functions.
- Coordinated logistics for school events and supported various administrative tasks.

EDUCATION

2019 - 2023

Associate's Degree in Office Administration

New York City College

United States, NY

Certified Administrative Professional

Issued by IAAP

December 2024

SKILLS

Event Coordination



Customer Service



Multi-tasking & Time Management



Office Management



Microsoft Office Suite



Strong Written & Verbal Communication

