



BENJAMIN LEE

School Office Assistant

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

To obtain a School Office Assistant position with-in the company that will provide hands-on learning experience in the public health field allowing me to utilizing my experience in Community Health Education, Helping the general duty person account for boarding students who are on campus, Helping with the transfer of the duty phone to ensure the person on duty can be reached as expected.

WORK EXPERIENCE

School Office Assistant

📅 Jun / 2022-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Filed and kept information records for over 200 students and staff up to date such as enrollment cards, evaluation forms, daily attendance records and specialized test scores.
2. Answered and directed phone calls, took messages accurately.
3. Worked independently and assist co-workers necessary to each patient needs.
4. Assisted with day-to-day office tasks, such as filing, sorting mail, and making deliveries.
5. Organized secretary's office and delivered important packages to staff and notes to the student body.
6. Conducted mediations between students to help clarify issues to produce positive resolutions.

School Office Assistant

📅 Jun / 2020-Jun / 2022

Summit Peak Industries

📍 Denver, CO

1. Ramstein-Miesenbach, RP.
2. Provided miscellaneous High School office support including answering phone and greeting visitors.
3. Eastern Michigan University Emerald Scholarship Recipient Betty Carstensen Memorial Scholarship Recipient Lester Coon Memorial Scholarship Recipient .
4. Greeting visitors, answering telephones, making copies, faxing documents when needed, filing student documents, making student charts, entering.
5. Delivered passes, file papers alphabetical, stocked box supplies, books, folders on proper shelves, sorted out mail in proper teacher mail box.

EDUCATION

Associate of Arts in Office Administration

📅 Jun / 2018-Jun / 2020

Springfield Community College

📍 Portland, OR

Acquired foundational knowledge in office management and administrative procedures.

SKILLS

Coordination Of Health Education



Implementation Of Care Plans For Patients



Office Software Proficiency



Record Keeping



Multitasking



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Polish



Dutch

ACHIEVEMENTS

- ★ Streamlined student enrollment processes, improving efficiency by 30%.
- ★ Maintained accurate records for over 200 students, enhancing information accessibility.
- ★ Implemented a new filing system that reduced document retrieval time by 40%.