

# ISABELLA CLARK

## School Office Assistant

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### PROFESSIONAL SUMMARY

School Office Assistant is Maintaining inventory including first aid kit supplies to ensure availability of required items, Demonstrating knowledge of, and support, Aspire Public Schools mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

### WORK EXPERIENCE

#### School Office Assistant

Pineapple Enterprises

📅 Jun / 2020-Ongoing

📍 Santa Monica, CA

1. Know ledged of basic business office practices and procedures.
2. Used assignment-specific computers, software, and peripheral equipment.
3. Communicated effectively, both orally and in writing.
4. Maintained files and records so they remain updated and easily accessible.
5. Sorted and distributed incoming mail and prepare outgoing mail (envelopes, packages, etc.).
6. Answered the phone to take messages or redirect calls to appropriate colleagues.
7. Utilized office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.

#### School Office Assistant

Crescent Moon Design

📅 Jun / 2018-Jun / 2020

📍 Portland, OR

1. Organized and made files Answered phone calls Completed Transaction for Enrollment Assisted students with paperwork.
2. Managed paper work Responsible for completing additional office duties Aided Catholic School teachers during class sessions.
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4. Completed general office duties such as: filing, handling confidential documents related to students and finances Assisted with the daily school .
5. Answer multiple line telephone calls and deliver messages Assist parents, student, and visitors at the counter File, copy, and fax documents type .

### EDUCATION

#### Associate of Arts in Business Administration

Springfield Community College

📅 Jun / 2016-Jun / 2018

📍 Denver, CO

Focused on foundational business principles and administrative practices.

### SKILLS

Behavior

Office Assistant

Recording

Communication Skills

### ACHIEVEMENTS

- ★ Streamlined student enrollment process, reducing processing time by 30%.
- ★ Implemented a new filing system that improved document retrieval efficiency by 40%.