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Build My Resume

## Gwen Forsooth

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### Professional Summary

Talented and qualified School Receptionist with a passion for children and education looking to use my skills for the betterment of a school in need

### Core Qualifications

- Friendly with students parents and visitors
- Great communication skills needed to run a school office
- Exceptional computer skills with the ability to learn and implement new programs when needed
- Ability to form professional relationships with other staff members as well as school families
- Understanding of local state and federal school policies and regulations

### Experience

#### School Receptionist Union High School

8/1/2007 - Present  
Manistee, TN

- Answer student parent and visitor inquiries
- Answer phone calls transferring to proper department or taking a detailed message
- Draft documents to be used to distribute school information
- Collect information from new students
- Maintain confidential student records input data and file appropriately
- Order supplies and curriculum needed for the classroom

#### School Receptionist Fulton Elementary School

7/1/2003 - 6/1/2007  
Fulton, TN

- Answered phone calls and transferred to correct location
- Scheduled appointments and reservations as needed
- Organized school schedule and calendar and published for staff and students
- Order supplies for both office and classrooms
- Performed clerical duties such as copying faxing emailing sorting mail etc.
- Communicated with teachers staff and students regarding school news and changes to the schedule or calendar
- Made student class schedule including electives lunch etc.

### Education

#### High School Diploma Kingston High School

XXXX - XXXX  
Kingston, OH

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