

GJ

Grace Johnson

Dedicated educational administrative assistant with six years of experience supporting teachers and school administrators. Skilled in coordinating schedules, managing student records, and planning school events. Focused on maintaining a productive and welcoming school environment.

CONTACT



(123) 456-7890



email@example.com



LinkedIn



Columbus, OH 43215

EDUCATION

- BACHELOR OF ARTS (B.A.) IN EDUCATION ADMINISTRATION

Ohio State University, Columbus, OH | June 2015

KEY SKILLS

- Event coordination
- Parent communication
- Recordkeeping
- Scheduling and organization
- Student data management

PROFESSIONAL EXPERIENCE

EDUCATIONAL ADMINISTRATIVE ASSISTANT | COLUMBUS CHARTER SCHOOL, COLUMBUS, OH

August 2017 - Present

- Coordinate schedules for 50+ teachers and administrators, ensuring alignment with school-wide events
- Manage student records, maintaining 100% compliance with FERPA guidelines
- Plan and execute parent-teacher conferences, facilitating communication between staff and families
- Created a new system for managing substitute teacher requests, reducing scheduling conflicts by 20%

ADMINISTRATIVE ASSISTANT | LEARNING LADDER ACADEMY, COLUMBUS, OH

June 2015 - July 2017

- Assisted in enrollment processes, ensuring accurate data entry for 200+ students annually
- Supported classroom activities by preparing materials and tracking attendance
- Organized fundraising events, increasing school funding by \$10,000

CERTIFICATIONS

- Certified School Administrative Professional, National Education Office Professionals | January 2018