

GJ

Location

Columbus, OH 43215

Phone

(123) 456-7890

Email

youremail@example.com

Website

LinkedIn | Portfolio

Education

Ohio State University, Columbus, OH
I June 2015
Bachelor of Arts (B.A.) Education Administration

Key Skills

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

Grace Johnson

Educational Administrative Assistant

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.

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, October 2018