

# Jessica Claire

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## Professional Summary

Outgoing, with experience in administrative & Data Entry Clerk. People/Soft skilled in business practices for Boston Public Schools standards. Bringing communication and time management abilities. Forward-thinking at managing large office organization, while streamlining document management, inventory allocation.

Experience with secretary skills in handling correspondence. Accomplished Clerk-Typist, with experience addressing various business office needs, including file and document management, inventory allocation and technical training. Proficient in maintaining stringent financial controls and timelines. Diplomatic and professional when communicating with stellar time management and multitasking expertise. Efficient Clerk-Typist with experience providing top-notch clerical support and operational assistance to meet staff needs. Capable and highly organized when coordinating documents, supplies and project resources. Clear communicator and self-motivated worker with decisive nature necessary to manage independent work.

## Skills

- Administrative support and management
- Secretarial Skills Accounting
- Calendar Management
- Administrative oversight
- Strategic thinking skills
- Document Conversion
- Customer And Client Relations
- Meeting Arrangements
- Database Entry
- Scheduling and calendar management
- Office Administration
- Multi-Line Phone Proficiency

## Work History

**Special Education - Clerk-Typist, 12/2019 - 03/2020**

**Boston Public Schools – City, STATE**

- Provided ease of access and navigation for important data by uploading documents to Goggle Drive database
- Managed multiple projects simultaneously, inputting legal documents and updating data as needed
- Contacting school team on dates and meeting that are legally due by date
- Prepared packages for shipment, pickup and courier services for prompt delivery to customers
- Arranged meetings for Assistance Directors and coordinated resources for use by all attendees
- Provided diverse clerical support to business personnel.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Performed general office duties, including answering multi-line phone system, routing calls, delivering messages to staff and greeting visitors.

**Principal Clerk/Typist -Kenny Elem., 08/2017 - 12/2019**

**Boston Public Schools – City, STATE**

- Received and routed incoming calls and correspondence to promote timely communication
- Maintained office supplies by checking stocks and placing and receiving purchase orders
- Managed and anticipated clerical needs of employees, including copying, faxing and file management
- Opened, sorted and responded to routine correspondence on behalf of School leader to facilitate communication and streamline processes
- Updating student attendance, transcript and updating student emergency contacts information
- Coordinated troubleshooting, maintenance and updates for office system
- Ensure substitutes are arranged for all upcoming IEP meetings, ensure ESS staff absence requests are approved in system and align to requested time-off / substitute coverage
- Reviewed staff time sheets, prepared attendance reports and process information as needed
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate supplies
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records
- Responded to emails and other correspondence to facilitate communication
- Performed office-related support tasks and clerical function
- Administered bi-weekly staff payroll, complete request of sick and personal time
- Monitored premises, screened visitors, updated logs and issued passes to maintain security

**Data Enrollment Entry Clerk, 02/2017 - 06/2017**

**Boston Public Schools – City, STATE**

- Entered numerical data with and accurate manner for over 200 students
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels
- Supporting parents and student with support of choices, and resources
- Communicated effectively via telephone, email and in person with prospective customer service
- Documented all communication with applicants and inputted information into system using Aspen
- Followed guidelines when reviewing applicant data to determine eligibility for student placement
- Working with school base staff on student needs for placement
- Corrected any data entry error to prevent later issues such as duplication or data degradation.
- Scanned documents and saved in database to keep records of essential organizational information.
- Added documents to file records and created new records to support filing needs.
- Obtained scanned records and uploaded into database.

**Principal Clerk/Typist-Pauline A. Shaw,Mildred-K-8, 11/1988 - 02/2017**

**Boston Public Schools – City, STATE**

- Promptly received and forwarded incoming communications, such as phone calls, emails and letters, to appropriate staff
- Handled student correspondence and tracked records to foster office efficiency
- Monitored premises, screened visitors, updated logs and issued passes to maintain security
- Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members
- Informed and supported business leaders through consistent communication and administrative support duties
- Kept physical files and student records for easy updating and retrieval by team members
- Delivered expert clerical support by efficiently handling wide range of routine and special requirements
- Provided ease of access and navigation for important data by compiling, and uploading over 250 student documents to SIS/Aspen database
- Recorded expenses and maintained accounting records in ESS
- Transferred and directed phone calls, guests and mail to correct staff members
- Maintained daily reports and advised executive leaders in decision-making processes
- Managed calendars to strategically coordinate meetings, appointments and events
- Answered, responded to and transferred daily phone calls on multi-line phone system
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation
- Verified receipt of items by comparing items received to items ordered and resolved shipment order errors with suppliers
- Established and managed supplier and vendor relationships
- Evaluated procurement activities and recommended needed improvements
- Maintained documentation for all purchases
- Prepared data by compiling and sorting information.

## Education

**No Degree:** Medical Billing And Coding

**Purdue University Global - Indianapolis, IN**