**Andrew H. Lockenhart**

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**Job Objective:**

I believe education is a powerful medium which can bring positive changes in the society, and help the nation grow. In order to contribute and follow my understanding, I would like to apply for an Administative Assistant position in your esteemed organization where my administrative skills can help in providing quality education to students so that they can make the nation proud.

**Summary of Skills:**

* Capable of managing calendar and organizing school events in coordination with senior teachers and principal
* Sound knowledge of computer applications like Word, Excel, spreadsheet and database programs
* Proficient in handling diverse tasks and take initiative to handle different problems
* Ability to learn new software programs for administrative duties and implement it efficiently
* Skilled at handling and maintaining co-operative relations with parents to solve queries related to the school
* Strong background in handling duties in schooling environment and addressing needs of special children
* Ability to multitask and handle stress and work well under pressure
* Expertise in handling Microsoft Office Suite, Google Spreadsheet and database software

**Work Experience:**

Education Administrative Assistant

East Texas Christian Academy, Tyler, TX

November 2016 – Present

* Handling student issues related to exams, social behavior, and ensuring school discipline is followed
* Coordinating with counselors and fixing their monthly schedules after confirming appointments for each grade
* Managing principal, vice-principal calendar, and alerting them of the last minute changes in case of special circumstances
* Processing reimbursements, cash or cheque for institution's functions after verifying the order from senior authorities
* Coordinating meetings arranged for trustees, principals and senior teachers in the area and making appropriate arrangement for refreshments, projector, mike system, other required facilities
* Handling departmental bookkeeping records including school fees, accounting and budget for various extracurricular activities

Education Administrative Assistant

All Saints Episcopal School, Tyler, TX

April 2014 – October 2016

* Handled multiple duties as a receptionist, secretary and provided administrative support to draft correspondence and handle calls as required
* Took responsibility to schedule and conduct weekly educator meetings and recorded minutes of the discussion including final conclusion and guidelines for new teachers
* Maintained a database of students in all grades for different departments and ensured confidentiality of each student's performance
* Coordinated with school teachers to set up special programs for students and confirmed appointment with the experts by doing regular follow-ups on call
* Answered concerns of parents whose children had special needs during nursery admission process and settled anxious problems by raising the matter with the institutional trustees with support of senior teachers
* Wrote school notices as per the principal's instructions, printed, photocopied to distribute in classrooms and faxed a copy to the parents
* Maintained the academic database by filling records at regular intervals

Administrative Secretary

Douglas Elementary School, Tyler, TX

September 2012 – March 2014

* Prepared registration forms for each academic year and handled tasks related to new as well as old admissions
* Coordinated with teaching staff and principal to decide the date for PTA association meeting for new admission students in nursery grade
* Collaborated with teachers and professors to prepare an annual calendar and fix conduction of meetings, external seminars, and examinations
* Performed clerical duties and served as a liaison between all departments to convey urgent messages in the groups
* Oversaw the school advertisement in local newspapers and planned the orientation programs for different grades on calendar at the start of an academic year
* Recorded and prepared reports on various events of the institute

**Education:**

* Associate's Degree in Administration   
  University of Texas, Tyler, TX   
  2011

**Certification:**

* Certified Administrative Professional (CAP) - 2012

**Affiliation:**

* International Association of Administrative Professionals, 2012

**Reference:**

On request.