







Ryan Baker

Dedicated educational administrative assistant with six years of experience supporting school operations. Proficient in student record management, scheduling, and event planning. Skilled at building relationships with students, parents, and staff to ensure smooth school functions.

CONTACT

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EDUCATION

Bachelor of Arts (B.A.) in Education Administration
University of Colorado, Denver, CO
June 2015

KEY SKILLS

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

PROFESSIONAL EXPERIENCE

Educational Administrative Assistant | August 2017 - Present

Denver Public Schools, Denver, CO

- Manage student records for 500+ students, ensuring compliance with FERPA standards
- Coordinate teacher schedules and parent-teacher meetings, reducing scheduling conflicts by 25%
- Organized school events, including fundraising drives, increasing participation by 30%

Office Assistant | May 2015 - July 2017

Little Scholars Academy, Denver, CO

- Supported enrollment processes for incoming students, maintaining 100% accuracy in data entry
- Prepared materials for classroom activities and staff meetings

CERTIFICATIONS

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