



# Ryan Baker


## Educational Administrative Assistant

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.

 Denver, CO 80202

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

### KEY SKILLS

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

### CERTIFICATIONS

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

### PROFESSIONAL EXPERIENCE

#### EDUCATIONAL ADMINISTRATIVE ASSISTANT | DENVER PUBLIC SCHOOLS, DENVER, CO

AUGUST 2017 – PRESENT

- 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 | LITTLE SCHOLARS ACADEMY, DENVER, CO

MAY 2017 – JULY 2017

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

### EDUCATION

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