

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