

Dana Mitchell

School Secretary

📍 Omaha, NE 📞 (402) 555-0158 ✉️ dana.mitchell@email.com 🔗 [linkedin.com/in/danamitchell](https://www.linkedin.com/in/danamitchell)

SUMMARY

School secretary with 5 years of front office experience, running the main office of a 520-student elementary school in Omaha. Keeps attendance records in PowerSchool, handles parent communication and visitor check-in, and tracks activity fund deposits in Microsoft Excel. Warm with families and staff, and certified in CPR and First Aid.

SKILLS

- PowerSchool
- Attendance Records
- Student Enrollment
- Parent Communication
- Front Office
- Microsoft Excel
- Microsoft Word
- Data Entry
- Organizational Skills
- Interpersonal Skills

EXPERIENCE

School Secretary 07/2023 - Present
Prairie Ridge Elementary School Omaha, NE

Public K-5 school with 520 students and 45 staff.

- Record daily attendance records for **520** students in PowerSchool and call families on unexcused absences by 10 a.m.
- Process student enrollment, withdrawals and records requests for 90 students a year, verifying every residency document.
- Manage front office check-in for 60 visitors a day and handle parent communication by phone, email and newsletter.
- Track \$35K in activity fund deposits and purchase orders in Microsoft Excel for the principal's monthly review.

Office Assistant 06/2021 - 06/2023
Little Sprouts Pediatric Dentistry Omaha, NE

Pediatric dental office with 3 dentists.

- Scheduled 45 patient visits a day and confirmed appointments by text and phone.
- Drafted parent letters and intake forms in Microsoft Word for the office manager.
- Completed insurance and payment data entry for 300 families a month.

EDUCATION

Associate of Arts
Metropolitan Community College
General Studies
Omaha, NE
05/2021

CERTIFICATES

Adult and Pediatric First Aid/CPR/AED 08/2025
American Red Cross