# Top 10 skills to add to school secretary resume objectives

- 1. Organizational skills
- 2. Communication skills
- 3. Time management
- 4. Attention to detail
- 5. Computer proficiency
- 6. Multi-tasking abilities
- 7. Record keeping & filing
- 8. Customer service orientation
- 9. Ability to work under pressure
- 10. Interpersonal skills



# **School District Elementary Secretary Skills Assessment**

**ML Morrison** 

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Resources in Education ,1998 Journal of the House of Representatives of the United States United States. Congress. House, 1988 Some vols include supplemental journals of such proceedings of the sessions as during the time they were depending were ordered to be kept secret and respecting which the injunction of secrecy was afterwards taken off by the order of the House United States Code: Titles 19-25 United States, 1988 **United States Code** United States, 1982 United States Code, 1982 Edition United States, 1984 Resources in Vocational Education ,1979 **Application for** Grants Under Leadership in Educational Administration Development (LEAD) Program ,1986 Governor v. State Treasurer, 389 MICH 1 (1972), 1972 53809 Pacesetters in Innovation United States. Office of Education, 1968 **Focus on Inservice Education** Ohio. Department of Education, 1978 **Annual Report of the State Board of Education** Ohio. State Board of Education, 1984 **About ... Time** ,1996 Youth Suicide Prevention Programs Patrick W. O'Carroll, Centers for Disease Control (U.S.), 1992 Federal Register, 1987-03 Resources in Education ,1992 Proceedings Southern Association of Colleges and Schools, 1986 Proceedings, ... Annual Meeting Southern Association of Colleges and Schools (U.S.). Meetings, 1985 Current Index to Journals in Education, 1997 **Journal of** The Clipboard, 1972 Health, Physical Education, Recreation, 1963

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