



# Natalie Owen

📍 LOUISVILLE, KY 40216



🔗 [Online Digital Resume](#)

## PROFESSIONAL SUMMARY

Experienced School Clerk with over 12 years of experience in the JCPS school system. Excellent reputation for resolving problems and positively engaging students and families.

Dedicated professional with history of meeting school goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the school culture.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## SKILLS

- Excel Spreadsheet Functions
- Office Procedures
- Computer Proficiency
- Greeting and Seating Guests
- Conflict Resolution
- Daily Reports
- Clerical Support
- Call Answering and Routing
- Attendance and Recordkeeping

## WORK HISTORY

### SCHOOL ADMINISTRATION MANAGER

JCPS

07/2023 TO CURRENT

- Input daily attendance information into database for a school over 450-student school. Maintained accurate records of all absences, truancy issues, etc.
- Worked with families and district support to improve attendance.
- Manage daily flow of school site with transportation for arrival and dismissal, greeting and helping visitors, coordinating schedules for lunch, wellness, field trips, and being a liaison for community partners
- Prepared records for archiving and exchanges, and answered queries for tracking file movement and history.
- Create and distribute flyers, etc to internal and external stakeholders to promote our school

### ATTENDANCE CLERK

09/2010 to 7/2023

JCPS

- Input daily attendance information into database for a school over 450-student school. Maintained accurate records of all absences, truancy issues, etc.
- Worked with families and district support to improve attendance.

- Manage daily flow of school site with transportation for arrival and dismissal, greeting and helping visitors, coordinating schedules for lunch,wellness,field trips, and being a liaison for community partners
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## **REGISTERED CHILDCARE PROVIDER**

*10/2004 to 06/2015*

### **Myself**

- Introduced children to educational games and activities to boost learning.
- Led children in creative, athletic and educational activities while maintaining safe and orderly group.
- Cared for children ages birth to 11 years in nurturing and age-appropriate way.
- Created safe and engaging learning environment for groups of diverse children with various learning styles.
- Maintained group discipline through positive reinforcement, behavior modeling and collaboration with parents.
- Selected appropriate stories based on ages of children and teachable moments, read to groups and promoted discussions based on content.

## **EDUCATION**

### **Associate of Arts**

*EXPECTED IN 12/2023*

#### **Eastern Gateway Community College, Steubenville, OH**

- I have recently finished my education in Associates in Arts and have completed 62 credit hours

### **Associate of Arts**

#### **Jefferson Community And Technical College, Louisville, KY**

I completed 76 credit hours working on Associates in Arts but moved on to another school.

### **High School Diploma**

*06/1994*

#### **Pleasure Ridge Park High School, Louisville, KY**

## **CERTIFICATIONS**

- **CPR and First Aid certified** Training - July 2021
- NTI Certification For Going Above and Beyond JCPS 2020-21