

Stay-at-Home Parent Returning to Work

(555) 010-0000 · you@example.com · City, ST · linkedin.com/in/your-name

SUMMARY

Returning professional with seven years' prior office-administration experience reentering the workforce after a family caregiving period, refreshed with current software skills and active volunteer leadership.

EXPERIENCE

Volunteer Treasurer, Oakwood Elementary PTA

2022 – Present

City, ST

- Managed a \$24,000 annual PTA budget, reconciling accounts monthly and presenting reports at board meetings.
- Organized a fundraising event drawing 300 attendees that raised \$9,000, the highest in the group's history.
- Maintained financial records in QuickBooks and produced a clean year-end report for the audit committee.
- Coordinated 25-plus volunteers across event roles, building schedules and clear task lists.
- Streamlined reimbursement processing, cutting payout turnaround from three weeks to one.
- Communicated regularly with parents and staff through newsletters and meeting summaries.

Office Administrator, Midtown Insurance Group

2012 – 2019

City, ST

- Administered front-office operations for a 20-person agency, managing scheduling, records, and correspondence.
- Processed 60-plus client files weekly with full accuracy in the agency database.
- Coordinated calendars and travel for three managers, resolving conflicts proactively.
- Reconciled petty cash and vendor invoices monthly with zero discrepancies.
- Trained two new administrative hires on systems and office procedures.
- Improved a filing system that cut document-retrieval time roughly in half.

EDUCATION

Associate of Applied Science in Business Administration, Completed a refresher course in current Microsoft 365 and QuickBooks Online in 2025.

Community College — City, ST

CERTIFICATIONS & LICENSES

QuickBooks Online Certification · Microsoft Office Specialist (MOS): Excel

SKILLS

Office administration · Bookkeeping · QuickBooks Online · Event coordination · Volunteer management · Microsoft 365 · Communication · Recordkeeping · Time management · Process improvement · Calendar management · Attention to detail