NAJINA

Self-directed, Responsible, Self-driven, Talented in multitasking, Ambitious in learning new things and

exploring change. Energetic crack of dawn meeting or exceeding the energy of preschoolers. Flexible,

Focused, Highly motivated in meeting each child needs and goals. Productive, Proficient, Reliable and

eager to Accomplish task in the best possible ways.

najinasaid@gmail.com

**SUMMARY**

**SKILLS**

**EXPERIENCE**

**08/2012 to 06/2015**

**06/2010 to 06/2012**

**SAID**

Bilingual in Somalia Microsoft Office proficiency  
Trained in grooming and bathing Excel spreadsheets  
assistance Self-directed  
Understands medical procedures Time management  
Quick problem solver Dedicated team player  
General housekeeping ability Strong interpersonal skills  
Medical terminology knowledge QuickBooks expert  
Valid WA driver's license Meeting planning  
Reliable transportation Insurance eligibility verifications

**Administrative Assistant**  
**Makkah Islamic School** － Seattle, WA

Managed the receptionist area, including greeting visitors and responding to  
telephone and in-person requests for information.  
Designed electronic file systems and maintained electronic and paper files.  
Drafted meeting agendas, supplied advance materials and executed follow-up  
for meetings and team conferences.  
Maintained the front desk and reception area in a neat and organized fashion.  
Served as central point of contact for all outside vendors needing to gain access  
to the building.  
Maintained an up-to-date department organizational chart.  
Made copies, sent faxes and handled all incoming and outgoing  
correspondence.  
Facilitated working relationships with co-tenants and building management.  
Facilitated working relationships with co-tenants and building management.  
Organized files, developed spreadsheets, faxed reports and scanned  
documents.

**Front Desk Receptionist**  
**Khan Law Firm PLLC** － Tukwila, WA

Welcomed guests and clients in an upbeat and friendly manner.  
Directed clients to appropriate personnel to address concerns, resolve  
complaints or answer account-related questions.  
Screened and verified visitors for identification credentials and purpose of visit to  
maintain security of personnel and office environment.  
Compiled and produced documents and reports and filed, copied or faxed

required papers to appropriate parties.  
Communicated with contractors and vendors to place and receive orders,  
request maintenance services and deliver instruction on behalf of office  
management.  
Managed and controlled office supply inventory to ensure timely ordering or  
requisition of depleted or low-level stock.  
Received incoming packages and mail, dispersed parcels and correspondence  
and shipped outgoing items daily.

**08/2017 to 05/2018 Lead Teacher**

**Voices of Tomorrow** － Tukwila, WA

Promoted language development skills through reading and storytelling.  
Applied the positive reinforcement method to redirect negative behaviors.  
Assisted multiple children per station during small group learning periods.  
Conducted small group and individual classroom activities based on  
differentiated learning needs.  
Observed students to supply teachers with feedback regarding potential  
learning blocks and opportunities for support.  
Organized field trips to local parks, fire stations and zoos.  
Helped prepare daily lesson plans for activities and lessons.  
Encouraged students to be understanding of and helpful to others.  
Supplied one-on-one attention to each student, while maintaining overall focus  
on the entire group.  
Physically and verbally interacted with students throughout the day to keep  
them engaged.  
Communicated effectively with educators from various grade levels.  
Supported students in developing strategies for individual needs and classroom  
group dynamics.  
Wrote daily and weekly lesson plans.  
Administered minor first aid to injured students.

**04/2015 to 10/2017 Certified Nursing Assistant**

**Individual Provider One** － Seattle , WA

Observed and documented patient status and reported patient complaints to  
the case manager.  
Read and recorded temperature, pulse and respiration.  
Completed and submitted clinical documentation in accordance with agency  
guidelines.  
Assisted with adequate nutrition and fluid intake.  
Planned, prepared and served meals and snacks according to prescribed diets.  
Provided transportation, assistance and companionship to clients.  
Cleaned and organized patients' living quarters.  
Facilitated games and other activities to engage clients.  
Provided personal nursing care in pre- and post-operative situations.  
Provided necessary supplies, support and assistance to medical staff and  
patients for unit specific procedures.  
Charted daily information on the residents such as mood changes, mobility  
activity, eating percentages, and daily inputs and outputs.  
Provided patients and families with emotional support.  
Administered simple range of motion exercises.

**EDUCATION AND TRAINING**

**2010**

**2013**

**2010**

**ORGANIZATIONS**

Comforted patients and provided them with reassurance and encouragement.  
Promoted continuity of care by accurately and completely communicating to  
other caregivers the status of patients for which care is provided.  
Promoted personal and co-worker safety.  
Maintained a clean, orderly and well-stocked environment.

**Associate of Arts**  
**South Seattle College** － Seattle, WA, 98106

**Doula**  
**Bastry University** － Kenmore, WA, 98028

**CNA**: Certified Nursing Assistance  
**Nursing Assistant Training** － Tukwila, WA, United States

I currently work as an Lead Teacher at Voices of tomorrow