

Safiya Mohamud

Education

**UNIVERSITY OF
WASHINGTON,
TACOMA
(CURRENTLY)**

**ASSOCIATES OF
SCIENCE GREEN
RIVER COLLEGE,
AUBURN, WA
(2021-2023)**

**ASSOCIATES OF
ARTS HIGHLINE
COLLEGE,
DESMOINES, WA
(2019-2020)**

**HIGH SCHOOL
DEGREE KENT
MERIDIAN HIGH
SCHOOL, KENT, WA
(2016-2020)**

Experience

**CHILDCARE TEACHER ASSISTANT HAYAT'S FAMILY
CHILDCARE | SEATTLE, WA
08/2023 TO CURRENT**

- Bilingual (Somali) Teacher Assistant
- Have attended CLASS, ERS, ASQ assessment training and information sessions.
- Use of FCCERS -ERS to guide learning center organization and materials in program.
- Created Somali and English lesson plans and activities that were tailored to Somali children.
- Manage and document child observation data and assessment, and ASQ.
- Up to date on WAC training health and safety protocols, and environment
- Support preparation for Early Achievers, and have attended Webinar and Information sessions on Program Profile, Video Highlights, and Records Review
- Prepare lessons, meals, and up to date on trainings.
- Secure the area, making sure the children are in a safe environment.

**ADMINISTRATIVE TECH SUPPORT INTERN AETECH DESIGN |
TUKWILA, WA
06/2023 TO 08/2023**

- Data entry including keying in change of address information into DIMS database completing quality control registration information on both new and old customer.
 - Prepared and distributed team-based communications to foster collaboration and enhance team morale.
 - Sorted, opened, and routed incoming correspondence and deliveries to help senior leaders respond quickly to business
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Skills

- Administration
- Childcare
- Teamwork/collaboration
- Office skills
- Communication skills
- Critical Thinking
- Project base development
- Documentation
- Professional phone etiquette
- Time management
- HTML
- Security
- Troubleshooting skills
- Information Assistance
- Clerical Skills
- Operation systems
- Graphic Design
- CPR certified.
- WAC
- MERIT

ventures.

- Created flyers, update websites for new events/ information.
- Conducted customer outreach by mailing thank you cards. throughout King County.
- Assist in website design project when requested.

SECURITAS SECURITY GUARD | REDMOND, WA

06/2022 TO 11/2022

- Skilled in engaging with clients to understand their needs and offering specialized solutions.
- Committed to upholding strict safety regulations to ensure a secure environment for clients and employees.
- Provided exceptional customer service to 200+ daily visitors, resolving inquiries and complaints.
- Conduct 20 patrols of specified locations, recognizing and responding to security concerns as soon as possible during shift.
- Advanced surveillance equipment was used to monitor 100+ cameras, resulting in the prevention of many possible security threats.
- Responded to more than 30 emergency situations, administering first aid and working with medical specialists to ensure prompt and effective care.
- Assisted in the safe evacuation of over 200 employees during a fire simulation, ensuring that everyone evacuated the building on time and securely.

Certifications:

- Blood Borne
- Mandated reporting
- Safe sleep
- Food Handlers
- CPR
- First Aid

LEADERSHIP & VOLUNTEER EXPERIENCE

- Phi Alpha Honor Society (2021-2023) Green River College, Auburn, WA
- Abubakr Mosque Youth volunteer (2019 – 2021)
- Black Women in Stem 2.0 (2022) Seattle, WA
- MESA (Math, Engineering, Science Achievement) (2022-Current) Green River College, Auburn, WA
- TRiO success services (2022- Current) Green River College, Auburn WA
- Dean's List (2022-2023) Green River College, Auburn WA
- Dean's List (currently) UWT

