

Iman Mohamed

Edina, MN

imanmohamed09@hotmail.com - 612. 707. 8489

-Obtain a bachelor's degree in Early Childhood Education at University Of Minnesota.

- To be admitted into the Early childhood education program at University of North Dakota
 - To acquire competence as a teacher Professional and grow in self-awareness
- Authorized to work in the US for any employer

WORK EXPERIENCE

Call Center Representative

Amazon - Grand Forks, ND - September 2014 to June 2015

Assisted customers with their orders. Picked up calls.

Office Assistant

Sunrise Early Learning Center - Minneapolis, MN - February 2014 to August 2014

Faxed, Scanned

- Assisted confidential Filing, printing, copying, and answering a multi phone line
- Maintained filing and storage systems for 150 clients
- Provided a welcoming and warm environment for parents, students, and staff

Teacher

Early Sunrise Daycare Center - Minneapolis, MN - May 2013 to June 2014

Communicated with parents regarding daily activities, behaviors, and related issues

- Attended children's needs (dressed children and changed diapers)
- Promoted learning by reading to students one-on-one or small groups
- Lead small group activities
- Monitored children's daily activities

Secretary Assistant

MCTC Continuing Ed. - Minneapolis, MN - January 2011 to December 2012

Answered phones, helped customers with signing up classes. Filed papers. Scheduled State exams.

ADDITIONAL INFORMATION

Skills

- Ability to actively listen and empathize with others
- Strong computer skills: PowerPoint, Excel, and Word
- Strong communication skills, both written and verbal, in English and Somali