

Amira Sandiford

OVERVIEW:

Efficient and versatile worker with experience in Early Childhood Education, Data Entry and customer service. Skilled in both technical and Educational fields.

EXPERIENCE:

Cozy Quarters Farms-
Camp Counselor
(Summer 2017 & Summer 2020)

- Supervised and ensured the safety of school-age children during daily activities and free play
- Led recreational, educational, and team-building programs promoting growth and learning
- Provided mentorship, guidance, and emotional support to campers of varying ages
- Assisted with animal care and instructed campers on safe, respectful interactions with animals
- Encouraged responsibility, teamwork, and positive behavior through structured activities
- Maintained a clean, organized, and safe camp environment for children and animals

Academy for creative Enrichment-
Daycare Teacher
(Mar-May 2021)

- Supervised and ensured the safety of children during daily routines, play, and learning activities
- Planned and implemented age-appropriate educational and recreational activities
- Assisted with meals, hygiene, and nap to support healthy development
- Observed and documented developmental milestones and behaviors
- Encouraged positive social interactions, teamwork, and conflict resolution
- Maintained a clean, organized, and safe classroom environment
- Engaged in outdoor and indoor activities to promote environmental learning

Delaware City Library-
Circulation Desk Assistant
(July 2022-February 2025)

- Managed circulation desk operations, ensuring timely check-ins and check-outs of media
- Performed data entry tasks, inputting data into Excel, Microsoft, Google Sheets, and workflows
- Responded to patron inquiries and assisted patrons both in person and via phone
- Scanned item IDs and entered data into the computer system to ensure accurate cataloging and processing
- Assisted in organizing, labeling, and shelving media
- Participated in side projects, research and

PERSONAL INFO:

- Delaware City, DE 19706
- Mirasandy44@gmail.com
- 302-561-1791

SKILLS:

Soft Skills:

- Adaptable
- Organized
- Time Management
- Creative
- Goal-Driven
- Communication
- Customer Service

Technical Skills:

- Lesson planning
- Spreadsheets
- Typing
- Activity coordination
- Workflows
- Child Development

INTERESTS:

- Computers
- Data Entry
- Traveling
- Photography
- Early Childhood
- Animals

LANGUAGES:

maintained accurate records

-Assisted with basic bookkeeping tasks

-English(Fluent)

EDUCATION:

Paul M. Hodgson Vocational-

Technical High School

-High School Diploma

-Early Childhood Trade

CERTIFICATIONS:

-First Aid/Cpr

-Media Technology

-Tech 1

-Tech 2

REFERENCES:

Available upon request