

**AMNA M. SASSY**  
**asassy1@students.towson.edu**

**Education**

Bachelor of Science in Family and Human Services  
Track: Services to Children and Youth  
Graduation: Spring 2020  
Towson University, Towson, MD

**Service Learning**

*Service Learning Student:* Towson Reading Clinic, Towson, Maryland,  
February 2019-May 2019 (35 hrs/Field Work)  
Worked closely with course peers and field supervisor to create a project where the group researched bilingual children's books and books on cultures for the library. Brought the experience from site to classroom to process, present the project, and reflect as a learning community.

**Internship**

*Internship Student:* Big Brothers and Big Sisters Y, Baltimore Maryland,  
September 2019-December 2019 (125 hrs completed)  
Typed up assessments from interviews with Bigs and Littles. Participated in Site-based volunteer programs, doing ice-breakers with littles and gaining feedback from Bigs and Littles. Helped plan events for 2020 calendar for Bigs and Littles to partake in activities.

**Professional Experience**

*Office Assistant:* Elizabeth Cooney Care Network, Towson, Maryland,  
August 2017-Present, 20 Hrs. Per week/Varies  
Assist with creating documents and powerpoints for meetings. Filing and copying for office and answering phone calls and assisting clients that called in. Kept up with HIPAA and confidentiality regulations. Assist with billing and client accounts while also assisting with a federal grant and it's paperwork. Represented company at career and information fairs.

*Teacher Assistant:* Right Start Academy, Gambrills, Maryland,  
February 2015-July 2017, 40 Hrs. Per week  
Supported lead teacher in instruction, lesson planning, and daily activities based on the principles of child development. Developed positive relationships with the children and families. Promoted the development of self-esteem and self-discipline in children through the interactive activities while also assessing skills, interests and needs of individual children to facilitate individual learning and growth. Ages 2-3

*Afternoon Floater:* Right Start Academy, Gambrills, Maryland,  
July 2014-February 2015, 20 Hrs. Per week  
Formulated weekly reports to management, correspondence, memos, and emails. Managed and purchased office supply inventories while adhering to budgeting guidelines. Assisted each classroom with different age groups and also substituted in classrooms. Greeted and directed visitors and determined to whom and when they could speak with specific individuals

**Certification, Qualifications**

- 90-Hour Child Care Certification
- Bilingual in English and Arabic

