***MAIA AMIRA JEFFERSON***

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Tiffin Address: 155 Miami street, Tiffin Ohio 44883

Home Address: 2343 Evian Court, District Heights MD 20747

Objective: To pursue an internship position that will allow me to further my level of expertise in the realm of sports an recreational management as well as exercise science.

***Work Experience:***

**Subway Restaurant**

Employed May 2014 – Present

Title: Shift Leader

Responsibilities include but are not limited to :

Delegation of responsibilities to each employee on the current shift.

Making sure that employees are executing their delegated responsibilities accurately and efficiently.

Ensuring that each customer has been satisfied with their customized sandwich, that it is to their expectations and that the customer is eager to return for another meal.

**Tiffin University Hanson Fitness Center facility Aid**:

Employed June 2013- June 2014

Assisted in caring for and managing the facility

Insured the safety and protection of athletes while performing physical activity

**Camp Ernest Brown Counselor, Scotland MD,**

Worked: 40hrs/wk

Employed From: June 2010-August 2010

Caring for 6 children (age range between 7-13) with a co-worker from Monday to Friday overnight at camp.

Insuring camper’s safety during activities/meals/free-time throughout the week.

Resolving situations and defusing arguments fights.

United states park police Explorer Post #1791, Anacostia Washington D.C

Worked: 40hrs/wk

Employed From: July 2011-August 2011, June 2012-August 2012

Responsibilities included:

Riding bikes to patrol the monument grounds and surrounding areas

Ensuring that drivers knew the precautions when parking their cars in the various parking lots in the area.

Notifying any immediate officer of suspicious activity.

Effieciently exibihit skills of training in real world situations.

***Certifications:***

CPR Certified

***Education:***

Tiffin University:

155 Miami Street

Tiffin, Ohio 44883

` Office: (800)-968-6446

-Year Attended: Fall 2012 – Present

-Pursuing a Bachelor’s degree through the School of Business in Sports and rec management

Minoring in exercise science

***Volunteer Activities***

**747 Track Club Aid**:

Assisted in training of the youth summer athletes

Aided in facilitating practice

**Tiffin YMCA track and field aid**:

Helped to manage and run the track and field events help through the Ymca

Assisted coaches in training youth athletes

***Skills***

-Personable: working with kids and their families at camp brown has taught me how to work with a different variety of people and has tweaked and tuned my skills of being able to deal with people accordingly whether in heightened situations or not.

-Hard worker: Being in SGA (student government association) and apart of the United States Park Police Explorer Program has taught me the importance of working hard and doing the best you can do so you can benefit from it later in life. It had also taught me how important it is to play your role in a company/association/team/group/business.

-Team Oriented: Being a part of teams such as the track team, softball team, soccer team, and even the chess team have taught me the importance of working and functioning in a group or as a team and as one whole. Being a part of my explorer post has taught me how to take the lead when necessary in any given situation.

-Patient: Through the work of child care I have learned patience and how it effects certain situations. Child care requires patience as well as time. This skill can also be related to dealing with customer service. Dealing with customers requires a great deal of patience.

-Dedication: I am dedicated and a very committed and loyal person. I can offer you loyalty and dedication to the program I have shown interest in. Daughters of Nandi taught me to stay loyal and faithful to activities and programs we hop to board with.

-Easily adaptive: I have learned to adapt to my surroundings and adjust myself accordingly to different situations as needed. This knowledge comes via my extreme teen volunteer work.

-Enthusiastic: I am an enthusiastic person. I try to bring light to dark situations and I tend to be a positive thinker. Thinking on the better side of things rather than the worst can turn a negative situation into a positive one. I put these skills to use when working at Camp brown.