



Megan Hossain

Daycare Assistant

Entry-level child care professional with 2 years of experience preparing meals, tracking attendance, and supervising children across preschool and daycare classrooms. Skilled in Brightwheel, meal preparation and food safety, and behavior guidance techniques, with an Associate in Arts focused on Early Childhood Education Transfer.

PROFESSIONAL EXPERIENCE

DAYCARE ASSISTANT

PRAIRIE WILLOW CHILDREN'S CENTER, WAHPETON, ND | 2025 – PRESENT

- Prepare and plate 37 meals and snacks daily for 2 classrooms, portioning servings according to posted dietary guidelines and allergy charts.
- Record attendance for 22 children each morning in Brightwheel, flagging late arrivals and absences within 15 minutes of the posted start time.
- Supervise 18 children daily during outdoor play and indoor free time, maintaining required staff-to-child ratios across a 4-hour afternoon block.
- Verified headcounts at 6 transition points per day, confirming attendance records matched the number of children present before moving between rooms.

CLASSROOM AIDE

BOIS DE SIOUX EARLY LEARNING LLC, BRECKENRIDGE, MN | 2024 – 2025

- Prepared 26 snacks each afternoon for a preschool room, washing and cutting fresh produce and arranging individual servings in under 20 minutes.
- Logged daily attendance for 16 children on paper sign-in sheets, transferring records into the center's digital system with zero missed entries over 9 months.
- Supervised groups of 12 children during art and sensory activities, redirecting behavior and keeping all participants engaged for 35-minute sessions.

EDUCATION

Associate in Arts (A.A.) in Liberal Arts (Early Childhood Education Transfer)

North Dakota State College of Science, Wahpeton, ND | 2022 – 2024

Wahpeton, ND 12345

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KEY SKILLS

- Brightwheel
- Meal Preparation and Food Safety
- Attendance Tracking
- Classroom Sanitization
- Child Development Fundamentals
- Health and Safety Program Policies
- Age-Appropriate Activity Setup
- Behavior Guidance Techniques