

# **Patrick Nazim**

141 Nonotuck Avenue, Apartment 3, Chicopee, MA 01013  
413-335-9687 | patryknazim@gmail.com

## **PROFILE**

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- Applicant has built great rapport and relationships with clients, patrons, and students in his past employment and furthermore has worked effectually and amicably alongside fellow employees and supervisors.
- Applicant has successfully been able to manage multiple roles and responsibilities while remaining flexible, adaptable, and accurate in the performance of all tasks.
- Applicant has previous experience maintaining, organizing, and inventorying stock, customer, and record information into company databases.

## **EDUCATION**

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|---|----------------------|
| <b>Westfield State University</b>   | <b>Westfield, MA</b> |
| ● Bachelors of Arts in History, <i>Cum Laude</i> , Minor in Political Science | <b>2013</b>          |
| ● Secondary Ed. Teaching Certificate 8-12                                     | <b>2016</b>          |

## **EXPERIENCE**

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| <b>Big Y Foods - Produce Clerk</b>   | <b>Westfield, MA</b>  |
| ● Responsible for providing quality customer service and assistance.   | <b>2007 – Present</b> |
| ● Maintained, cleaned, and stocked department area displays with products while also having organized and cleaned prep and product storage area. |                       |
| ● Inventoried products and supplies and maintained sanitation logs and paperwork.  |                       |

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| <b>West Springfield Middle School - Substitute Teacher</b>   | <b>West Springfield, MA 2015-2016</b> |
| ● Followed lesson plans and notes while maintaining a safe and productive classroom environment for students.        |                                       |
| ● Performed clerical duties in school office as needed. Gathered, organized, and filed away information and records. |                                       |

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| <b>Cellular Sales of Knoxville Inc. – Sales Associate</b>   | <b>Westfield, MA 2017</b> |
| ● Served clients and assisted them with their device and account needs, providing excellent customer service while being able to handle difficult and emotional customers and situations. |                           |
| ● Proficient with data systems and applications involving records of bills of sale, inventory, and wireless accounts.   |                           |
| ● Knowledgeable about office procedures, proficient with computer and Internet functions in both Windows and Apple IOS, and has excellent organizational skills.                          |                           |

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| <b>Palmer High School – Long Term Substitute</b>   | <b>Palmer, MA 2018-2019</b> |
| ● Develop lesson plans and instructional materials that support standards-based core academic instruction. |                             |
| ● Maintained classroom environment conducive to learning.  |                             |
| ● Organized and entered student grades for daily work, homework, assignments and progress reports.         |                             |
| ● Maintained open and effective communication with colleagues and administration.                          |                             |

## **SKILLS**

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| ● Proficient with Microsoft Office, Excel, & Outlook | ● Able to make sound correct decisions   |
| ● Excellent communication and organizational skills  | ● Reliably interprets instructions       |
| ● Focuses high attention on detail and accuracy      | ● Coherent logical and critical thinking |