

# PATRICK GREEN

Lawrenceville, GA 30044  
678-243-9298 - Patrickgreen17@live.com

## WEBSITE, PORTFOLIO, PROFILES

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- <https://www.linkedin.com/in/patrick-green-26982a17b>
- <https://legilimens.home.blog/>
- <https://whystrangerthingsworks.wordpress.com/>

## PROFESSIONAL SUMMARY

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Meticulous creative and content Writer offering 10 year background preparing well-structured drafts, editing posts and conducting keyword research. Collaborative team player possessing impeccable grammar and in-depth comprehension of Microsoft Word and Office. Familiar with SEO practices.

## SKILLS

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- Google Drive
- Editing and Rewriting
- Research Writing
- Web Page Creation and Editing
- Article Writing
- Proofreading Abilities
- Script Writing
- Graphic Design
- Wordpress
- Video Production
- Social Media Management

## WORK HISTORY

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06/2022 to Current

### **Communications Intern**

#### **Rescuing Leftover Cuisine**

- Prepared social media posts and videos with eye for viral content strategies.
- Proofread and edited materials prepared by all staff to check and correct spelling, grammar and style.
- Developed strong professional relationships by interacting and communicating effectively with wide variety of colleagues and external contacts.
- Developed original content for blog posts and website articles.

07/2022 to 08/2022

### **Team Member**

#### **Follett Bookstore - Gwinnett Technical, College** – Lawrenceville, GA

- Assisted customers with purchases, making coffee, locating textbooks to purchase or rent, answering general questions in person or on the telephone, transferring

calls

- Assisting students in taking photos for their student ID, online order filling, restocking store inventory
- Learned all required tasks quickly to maximize performance.
- Kept work areas clean, organized and safe to promote efficiency and team safety.

09/2021 to 06/2022 **Store Associate**

**UPS** – Lawrenceville, GA

- Greeted customers, helped locate merchandise and suggested suitable options.
- Answered questions about store policies and addressed customer concerns.
- Sorted and organized mail daily for over 200 mailbox customers in timely manner.
- Balanced and organized cash register by handling cash, counting change and storing coupons.
- Coordinated restocking of sales floor with current merchandise and accurate signage for current promotions.
- Checked pricing, scanned items, applied discounts and printed receipts to ring up customers.

12/2020 to 09/2021 **HVAC Assistant**

**Quality Air Express**

- Assembled air ducts, pipes, discharge valves and flues to central heating and cooling equipment.
- Removed old equipment from customers' homes and cleaned up areas to prepare for new installations.
- Connected heating or air conditioning equipment to water, fuel or refrigerant sources to form complete circuits.

01/2017 to 07/2021 **Student Assistant**

**Daniel J. Kaufman Library & Learning Center, Georgia Gwinnett College** – Lawrenceville, GA

- Organized returned books and materials and assisted with shelving.
- Assisted library staff with clerical duties to help lighten workload.
- Streamlined usage by creating organizational systems for newly digitized records and documents. Created and maintained list of over 200 archive materials for 4 years.

03/2017 to 05/2017 **Staff Writer**

**The Globe** – Lawrenceville, GA

- Wrote pieces and news stories for online publication, coordinating images and layout to deliver proper presentation.
- Performed research and checked facts to maintain high standard of journalistic

integrity.

- Organized material, determined area of emphasis, and wrote stories according to prescribed editorial style and format standards.

## EDUCATION

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07/2021

**Bachelor of Arts: Cinema And Media Arts Production**

**Georgia Gwinnett College** - Lawrenceville, GA

Concentration in Writing for the Stage and Screen, Minor in History