

Naima Baboucht

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Summary of Qualifications:

- Ability to develop supportive relationships with clients while maintaining objectivity
- Capacity to assist diverse populations with compassion, patience, and understanding
- Commitment to maintaining confidentiality and professionalism
- Effectively manage time and project deadlines in challenging environments
- Knowledge of Microsoft word, PowerPoint, and Internet services
- Ability to work both independently and within a diverse team
- Multilingual – Proficient in English, French, and Arabic

Education: Bunker Hill Community College Charlestown, MA
Associate Degree in Criminal Justice July 2014

Bunker Hill Community College Charlestown, MA
Criminal Law Enforcement Certificate Dec 2012

Guadi ayad- Marrakech Marrakech, Morocco
Bachelor Degree in Science Juridique June 1997

Experience: Suffolk Superior Court Boston, Ma
Adult Probation Intern 01/14 to 05/14

- Participated in client interviews
- Prepared files and reports for clients and the court
- Maintained effective working relationships with other probation departments workers and supervisors
- Organized files and folders for all clients and researched resources to meet offenders' needs

D'angelos Company Boston, MA
Manager 05/05 to 02/07

- Oversaw daily operations and developed and reinforced employees sale
- Conducted employee productivity reviews
- Assisted in increasing sales volume by providing excellent customer service
- Hired, trained, and prepared all teams to follow company strategies

Au Bon Pain Boston, MA
Shift Supervisor 04/02 to 12/05

- Supervised up to 14 employees and controlled food costs
- Cooperated with store managers to protect company strategy and standards
- Insured the delivery of highest quality customer service
- Opened and closed shift as needed and insured the safety of the employees

under direct supervision