

# Rami Shoula

Entry Level Human Resources

## 👤 Profile

Motivated Human Resources Professional with a drive for serving as a dedicated support specialist and energetic team member. Adept in assisting with the recruitment of employees, as well as the management of existing employees. Experienced in managing employee and community outreach programs, and dedicated to working towards the mission of a company.

## 📁 Employment History

### Entry Level Human Resources Professional at Dakota Relations, New York

October 2016 — September 2019

- Led the recruitment process with organization and passion.
- Informed employees on benefits, and managed safety and wellness programs.
- Brainstormed and initiated programs that impacted the company in positive ways.
- Handled employee complaints, concerns, and personal matters with confidentiality and professionalism.
- Aimed to create a motivational company culture where employees remained happy and satisfied.

### HR Receptionist at Dakota Relations, New York

May 2014 — September 2016

- Worked as a receptionist in the HR Department.
- Handled incoming calls regarding job openings, as well as general inquiries.
- Assisted with the resume review process and made calls to prospective candidates.
- Handled a variety of general clerical and administrative work.

## 🎓 Education

### Associate of Public Relations, Molloy College, New York

August 2012 — May 2014

### High School Diploma, Dover High School, Dover

September 2008 — June 2012

## 📄 References

### James Doohan from Molloy College

[jdoohan@molloy.edu](mailto:jdoohan@molloy.edu) · 212-338-4709

### Regina DeSisto from Dakota Relations

[desisto.r@dakotarelations.org](mailto:desisto.r@dakotarelations.org) · 212-993-3921

### Leslie Becer from Dakota Relations

## Details

[romioshoula@gmail.com](mailto:romioshoula@gmail.com)

## Skills

Interpersonal

Communication Skills

Office Technology Systems

Project Management

## Courses

**Strategic Human Resources Management, Babson College**

June 2014