

Rami Shoula

Administrative Coordinator

Profile

Detail-oriented administrative coordinator with 5+ years of experience offering high-level support to office staff. Adept in effectively managing multiple projects, schedules and procedures to ensure the smooth running of an office. Committed to using strong organizational skills to continually achieve office performance improvements.

Employment History

Administrative Coordinator at The Desmond Group, Jersey City

August 2017 — January 2022

- Worked directly with managers to coordinate scheduling, meeting agendas, operational support and technical training.
- Provided strong clerical support to the corporate team of 16+ employees.
- Managed domestic and international travel arrangements.
- Prepared and submitted expense reports and meeting logistics.
- Resolved routine administrative problems and answered inquiries concerning the operations of several departments.
- Managed all correspondence and communication to executive offices.
- Applied substantial knowledge in the coordination of sensitive reports.

Administrative Coordinator at Rutgers University, New Brunswick

July 2015 — July 2017

- Acted as an effective liaison between the administrative office and other departments.
- Provided optimal leadership and oversight to the extension field offices.
- Provided high-level support to the dean and associate deans.
- Conceptualized, developed and implemented internal administrative support processes and procedures.
- Fostered strong communication between administrative staff and faculty and program staff.

Internships

Communications Intern at Bright Media, Newark

September 2013 — December 2013

- Handled correspondence with 10+ brand ambassadors in a reputable PR firm.

Details

romioshoula@gmail.com

Skills

Ability to Multitask

Effective Time Management

Knowledge of Office Technology

Agile Project Management

Interpersonal Skills

Leadership Skills

Administrative Support

Languages

German

English

- Organized events calendar for office and helped with planning annual corporate retreat.
- Updated guest logs and welcomed clients to the office.
- Grew Bright Media's Instagram presence from 500 to 3,000+ followers.

Education

**Bachelor of Arts in Communications, Montclair State University,
Montclair**

September 2011 — May 2015

Special Certifications

**Leadership and Management Training Certificate, Management
Training Institute, New York**