

# Rami Shoula

Federal Worker

## Profile

Experienced and dedicated Federal Government HR Manager with over ten years of experience, ensure HR systems support agencies in recruiting, hiring and retaining an excellent and diverse workforce. Adept at providing optimal support to executives and officials in need. Committed to integrity and constantly securing the privacy of identities and documents. Bringing forth a proven track record of facilitating excellent workflow in HR departments.

## Employment History

### Federal HR Manager at Federal Government, Washington D.C.

June 2006 — September 2018

- Assisted in attracting and retaining a high performing and diverse workforce.
- Handled all HR procedures with confidentiality and ethics.
- Helped to foster a diverse and inclusive work environment.
- Provided optimal administrative support and conducted yearly reviews.

## Education

### Bachelor of Communications, Georgetown University, Washington D.C.

August 2002 — May 2006

### High School Diploma, St. Rose's High School, Arlington

September 1998 — May 2002

## References

### Lorraine Johnson from Forest Service

[lj@forestsservice.org](mailto:lj@forestsservice.org) · 202-374-4859

### Gina Napoletano from Forest Service

[gn@forestsservice.org](mailto:gn@forestsservice.org) · 202-744-5863

### Marco Hyleneoth from Georgetown University

[hyleneoth.m@georgetown.edu](mailto:hyleneoth.m@georgetown.edu) · 202-995-2112

## Internships

### Human Resources Intern at Office of the Assistant Secretary for Administration and Management, Washington D.C.

September 2004 — May 2006

- Provided continuous support to the HR Bureau.
- Performed management advisory services for specific requests.
- Researched data in HR databases to develop complex reports.

## Details

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

## Skills

Computer Systems

Interpersonal Skills

Organizational Skills

Integrity

Positive Work Ethic

## Languages

English

Dutch

Spanish