

Rami Shoula

Office Assistant

Profile

Enthusiastic and committed office assistant with 18 years of experience providing superior organization and support to offices. Hardworking and diligent in fulfilling a full range of administrative tasks to optimize results

Employment History

Office Assistant at The DHB Building Group, Scottsdale

January 2016 — Present

- Maintained organization in a busy office and assisted four associates in ways that streamlined procedures for improved efficiency.
- Sorted and distributed office communications in a timely manner.
- Monitored office supplies, managed orders, and communicated with vendors to build dependable relationships and prevent stock shortfalls.
- Assisted the director of accounting with various bookkeeping tasks, including budget and report preparation.
- Implemented efficient organized filing systems that achieved a 30% reduction in paper usage within four years.
- Greeted and assisted onsite guests.
- Acted as the point of contact between executives and employees/clients.
- Oversaw clerical tasks of five staff members in three departments and ensured that office procedures ran smoothly.

Administrative Assistant at Tezza Inc. , Tucson

April 2013 — December 2015

- Assisted in achieving sales goals of this busy kitchen and bath product supplier, including surpassed growth targets for profits, repeat business and new customers.
- Provided general office-wide administrative support including: photocopying, scanning, e-mailing, filing; and data entry- often high volumes with short lead time.
- Greeted customers and visitors in a friendly and professional manner.
- Answered and directed incoming phone calls, averaging about 250 a day.
- Effectively managed inventory and orders, achieving reductions in delivery wait times of 23% and 33% fewer product returns.
- Assisted with special projects as needed, including client presentations and trade show exhibits.

Education

Details

romioshoula@gmail.com

Skills

Project Management Skills

Multitasking Skills

Excellent Customer Service Skills

Diverse Administrative Support Skills

Advanced Technology Skills

Motivated Attitude

Inventory Control Skills

Strong Organizational Skills

Languages

Arabic

English

Spanish; Castilian

Bachelor of Arts in Public Relations, University of Arizona, Tucson

September 2009 — May 2013

Internships

PR Intern at Phillips & Phillips Relations, Tucson

October 2012 — March 2013

- Provided exceptional support to the Public Relations team through a variety of tasks and special projects.