

# Rami Shoula

Administrative

## 👤 Profile

Highly skilled Administrative professional seeking to utilize my office and interpersonal communication skills for the betterment of a company. Adept in managing and maintaining an organized documentation system, working one-on-one with customers, and providing optimal front-end and back-end support.

## 📁 Employment History

### Administrative Assistant at Ben Goldman Attorney at Law, New York

April 2016 — August 2021

- Worked hard to fulfill administrative and clerical duties to ensure that the office ran efficiently.
- Managed all office correspondence such as answering phone calls and communicating with other attorney offices,
- Arranged travel, and scheduled meetings, appointments, and depositions for the team.
- Performed legal research, as needed, with help from attorneys and paralegals.
- Processed client billing properly.

### Administrative Assistant at Tigg and Bauer LLC, New York

July 2014 — March 2016

- Managed the calendar, related correspondence, and coordination of logistics for the CEO.
- Managed highly confidential information with discretion and confidentiality.
- Arranged and coordinated travel schedules and reservations.
- Maintained a high level of organization, ensuring that meetings, deadlines, and duties were completed.
- Prepared reports and maintained tracking system.
- Collaborated cohesively with other administrative staff.
- Provided support to other executives as needed.

## 🎓 Education

### Bachelor of Arts in Communications, Hunter College, New York

September 2010 — May 2014

## 📁 Internships

### Editorial Intern at Babbel, New York

September 2013 — February 2014

## Details

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

## Skills

Interpersonal  
Communication Skills

Administrative Skills

Clerical Skills

Agile Project Management

Self Starter

Strategic Planning

## Languages

English

Dutch