

# Rami Shoula

Human Resources Professional

## 👤 Profile

Experienced and self-motivated Human Resources Professional with two years of industry experience administering policies and procedures in the Human Resources Department of a fast-moving technology company. Adept in implementing programs and changes that enhance company position and lead to success. Knowledgeable about employment law and effective organizational planning. Bringing forth a proven track record of successfully managing Human Resource efforts and serving as a crucial pillar of support for HR teams and employees.

## 📁 Employment History

### Human Resources Professional at Millbank & Cone, Stamford

November 2015 — September 2019

- Assisted in creating documentation for all new hires, and continued to build files in accordance with HR protocol.
- Created a compliance log intended for management use each month.
- Assisted in maintaining all hard copy files for the HR department.
- Developed and implemented company policies and codes that supported long-term and short-term goals.
- Assisted in updating all Benefits information, while extending important knowledge pertaining to Benefits to employees.

### Human Resources Assistant at Millbank and Cone, Danbury

December 2014 — October 2015

- Worked as a reliable and dedicated team member in the HR department, dedicated to fostering the mission of Macy's.
- Assisted with recruitment, interviews, and hiring.
- Distributed employee handbooks and answered questions and concerns.
- Reported important events and incidences to senior HR members.
- Handled paperwork regarding maternity leave and bereavement.

### Human Resources Assistant at Jones New York, New York

July 2012 — November 2014

- Assisted Senior HR members with various tasks on a daily basis.
- Provided new employees with information and training.
- Organized seminars for employees involving motivation techniques and healthy lifestyle choices.
- Recorded and reported employee issues, and brought them to Senior HR members when necessary.
- Organized and maintained employee records.

## Details

romioshoula@gmail.com

## Skills

Excellent Communication Skills

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HR Policies and Regulations

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Advanced Software System Knowledge

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Event Planning

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Employment Laws

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Mediation Skills

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## 🎓 Education

## **Associate of Business Administration, Norfolk College, New Haven**

August 2013 — May 2017

- Graduated *magna cum laude*.
- Senior Writer at The Lion Publication.

## **High School Diploma, Hartford High School, Hartford**

September 2008 — May 2012

## **References**

### **Henry Fortmyer from Macy's**

[hfortmyer@macys.org](mailto:hfortmyer@macys.org) · 441-907-8912

### **Genevieve Gore from New Haven Community College**

[ggore@nhcomm.org](mailto:ggore@nhcomm.org) · 213-345-5566

### **Liam Hart from John Hubert Dental**

[lhart@jhubert.com](mailto:lhart@jhubert.com) · 317-117-1816