

Rami Shoula

Office Secretary

Profile

Experienced and self-motivated Office Secretary with ten+ years of industry experience overseeing the main offices of schools. Highly competent communicator skilled in multitasking and effectively communicating with others. Bringing forth a proven track record of successfully managing offices, and helping to lead school professionals to work toward reaching goals.

Employment History

Office Secretary at The Hanover School, Rutherford

August 2015 — September 2019

- Served as a friendly and helpful first point of contact in the Administration Office.
- Directed visitors to appropriate offices and school wings.
- Answered phones and delivered important messages to school staff and students.
- Scheduled school events and created and maintained the school calendar.
- Processed payroll and distributed paychecks to employees.
- Maintained inventory and ordered supplies as necessary.
- Assisted school employees and parents of students with tasks as needed.

Office Secretary at Maxwell and Hudson, New York

November 2011 — June 2015

- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, making copies, faxing documents, and greeting visitors.
- Maintained office schedules and filing systems.
- Handled office correspondence and incoming and outgoing mail.
- Managed office space and office equipment.
- Maintained work logs for office employees.

Office Receptionist at Deerfield Plumbing, Rutherford

August 2009 — October 2011

- Greeted visitors, checked them in and out, and answered all questions and inquiries.
- Handled payments and filed all financial transactions and receipts.
- Edited and proofread written advertisements and submitted them to local newspapers.
- Made copies, faxed documents, and provided optimal administrative support to employees.

Details

romioshoula@gmail.com

Skills

Superior Administrative Skills

Excellent Organizational Skills

Bookkeeping Skills

Superior Multitasking Skills

Prioritizing Tasks

Education

Associate of Business Administration, Hunter College, New York

August 2010 — June 2012

High School Diploma, Lincoln High School, New York

September 2005 — May 2009

References

Cecile Avis from Maxwell and Hudson

cavis@gmail.com · 212-982-2029

Donald D'Amato from Maxwell and Hudson

ddamato@maxhudson.org · 212-982-2022

Christine Levy from The Hanover School

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