

# Rami Shoula

Legal Administrative Assistant

## 👤 Profile

Highly motivated and dedicated Legal Administrative Assistant seeking to utilize my skills for the advancement of the next legal team I have the pleasure of joining. Adept in effectively managing a wide array of administrative responsibilities to support the success of a law office.

## 📁 Employment History

### Legal Administrative Assistant at Ellis & Powers Attorneys at Law, New York

March 2016 — September 2021

- Provided administrative support for the Staff Counsel Attorneys.
- Entered and managed data, including pleadings, motions, and trial, arbitration and mediation letters.
- Balanced conflicting priorities in order to manage workflow and ensure proper prioritization.
- Monitored and routed internal/external client inquiries.
- Handled calls in a timely manner and appropriately responded to routine inquiries.
- Completed minor investigations and problem-solved efficiently.
- Prepared filing forms for issue fee submissions and patent applications.
- Undertook other duties as needed to ensure the firm operated efficiently.

### Legal Administrative Assistant at Peters, Schwartz & Clark, New York

February 2013 — December 2015

- Oversaw administrative responsibilities for the General Counsel and Legal Department.
- Performed legal research as needed.
- Provided day-to-day word processing support.
- Handled calendar management, invoice processing, and expense report processing.
- Assisted in the organization and maintenance of vital company records and documents.
- Ensured client billing is processed properly using daily time records.
- Effectively managed additional projects as needed.

## 🎓 Education

### Paralegal Studies, Boston University

June 2012 — December 2012

### Bachelor of Arts in English Literature, Hunter College, New York

September 2008 — May 2012

## Details

romioshoula@gmail.com

## Skills

Effective Time Management

Ability to Work Under Pressure

Administrative Skills

Advanced Knowledge of Legal Terminology

Project Management

## Languages

English

Spanish; Castilian