

Rami Shoula

Paralegal

👤 Profile

Experienced and dedicated paralegal, skilled in the organization and analysis of legal documentation. Adept in drafting documents, filing motions, interviewing clients, and preparing retainers. Able to effectively assist in preparations for trials, hearings, and closings. Bringing forth a hardworking attitude, eager to provide quality support in the next legal environment I join.

📁 Employment History

Paralegal at Gulf Law Practice, Boca Raton

August 2015 — August 2019

- Reported directly to three attorneys with large scale duties that encompassed complex preparations.
- Prepared content specific files for pending cases in a timely manner.
- Maintained ongoing communication with attorneys and clients, resulting in smooth business transactions and experiences.
- Conserved utmost discretion when dealing with sensitive case topics.

Paralegal at Mason, Kohnnick, and Jans, Miami

September 2013 — August 2015

- Delivered exceptional administrative support to two attorneys on a daily basis.
- Maintained calendars and confidential information.
- Researched and analyzed law matters for specific cases to appear in court.
- Provided accurate and punctual processing of all work requests while maintaining a professional and pleasant demeanor.

🎓 Education

Bachelor of Communications, Rutgers University, New Brunswick

August 2009 — May 2013

- Vice President of the Debate Team.
- Head writer and Reporter at The Owl.

High School Diploma, Millbrook High School, Millbrook

September 2005 — May 2009

📄 References

Brian Orzo from Mason, Kohnnick, and Jans

borzo@mkj.org • 543-987-6565

Ellen Spacey from Gulf Law Practice

espacey@glaw.com • 523-967-6588

Details

romioshoula@gmail.com

Skills

Interpersonal
Communication

Superior Organizational Skills

Advanced Knowledge of Legal
Terminology

Excellent Work Ethic and
Personal Integrity

Time Management Skills

Richard Deer from Rutgers University

rdeer@rutgers.org · 329-989-5286