

Rami Shoula

Office Clerk

Profile

Passionate and knowledgeable Office Clerk with vast experience providing administrative and management skills in office settings. Accustomed to addressing the changing needs of an office and supporting colleagues and superiors with excellent assistance skills. I bring forth high quality organizational skills and a self-motivated drive to achieve excellence. Adept in various software applications, filing systems, and office equipment. A commitment to safely and professionally handling confidential tasks. Eager and ready to leverage my managerial and administrative skills to best serve your office.

Employment History

Office Clerk at PS.91 NYC Public School, New York

November 2015 — July 2019

- Performed all administrative and clerical tasks in the school general office.
- Assisted Teachers and the Dean o Students with any administrative work, including the editing, proofreading, and distributing of documents.
- Handled all incoming and outgoing mail.
- Greeted visitors and provided them with general information about the school.
- Handled student health forms and filed them appropriately.

Office Clerk at AIO Healthcare Inc. , New York

October 2012 — October 2015

- Greeted visitors with a friendly and helpful attitude.
- Answered calls and scheduled appointments.
- Provided interested parties with general information.
- Sorted incoming mail and handled outgoing mail.
- Processed bills and handled other confidential documents.
- Typed and edited memos and reports.
- Made copies, input data, and performed other important clerical tasks.
- Showed a sincere commitment to the success of AIO Healthcare Inc.

Front Office Desk Assistant at AIO Healthcare Inc. , New York

November 2010 — September 2012

- Served as a liaison between health professionals and patients.
- Provided patients with necessary information about the company and it's services.
- Processed insurance claims and paperwork.
- Made and received calls and scheduled appointments.

Details

romioshoula@gmail.com

Skills

Organizational Skills

Fast Typing Skills

Management Skills

Communication Skills

Knowledge of Office Systems

Education

Bachelor of Communications, St. Thomas Aquinas College, Nyack

August 2006 — May 2010

High School Diploma, Nyack High School, Nyack

September 2002 — May 2006

References

Bernie Linquist from AIO Healthcare Inc.

linquist@aiohealth.com · 212-336-2267

Sharon Mack from PS.91 NYC Public School

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Orion McGay from PS.91 NYC Public School

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