

Rami Shoula

Career Change

Profile

Self-motivated and enthusiastic worker with vast experience in many different fields. Bringing forth a proven track record of achievement and a reputation for positive collaboration. Confident, hard working, and committed to seeing results in whatever position I am in. Reliable and dedicated to finding a place that will benefit from my superior skill set and energetic drive.

Employment History

Preschool Teacher at Little Seed School, Seattle

August 2012 — June 2019

- Created developmentally appropriate lesson plans and activities for students ages 2-4.
- Worked to create and maintain a welcoming and stimulating environment for students.
- Maintained excellent communication with parents regarding their child's progress.
- Addressed any concerns from parents in a professional and courteous manner.
- Actively participated in school events and planned the first Spring Auction for the preschool.
- Attended workshops to learn about different educational approaches and tools.
- Recorded observations as written assessments of student performance.

HR Receptionist at Maxwell Publishing House, Seattle

July 2009 — July 2012

- Assisted the head of HR with all clerical and administrative duties.
- Provided employees with forms and proper insurance applications.
- Answered calls and recorded messages.
- Made copies and handled incoming and outgoing mail.
- Assisted with the purchasing and arranging of supplies.
- Maintained confidentiality of employee files.
- Scheduled and confirmed interviews and appointments.

Administrative Assistant at TV Guide, Seattle

September 2007 — July 2009

- Served as a reliable Administrative Assistant in the Editorial Department.
- Answered calls and recorded and reported messages.
- Maintained a neat and organized working environment.
- Maintained conference room calendars and scheduled meetings.
- Coordinated travel plans and scheduled appointments.

Details

romioshoula@gmail.com

Skills

Self Starter

Interpersonal
Communication

Work Ethic

Organization Skills

Presentation Skills

Leadership Skills

Languages

Spanish

Education

Bachelor of Communications, University of Washington, Seattle

August 2005 — May 2009

High School Diploma, Loyola High School, Stockton

September 2001 — June 2005

References

Nicole Solos from Little Seed School

nicole@littleseed.com · 829-293-0023

Ashley Morrison from Little Seed School

ashley@littleseed.com · 829-384-9304

Ryan Gaines from Maxwell Publishing House

rygaines@maxwellpub.com · 718-283-2923