

Rami Shoula

Human Resources Assistant

👤 Profile

An experienced and dedicated Human Resources Assistant with in-depth knowledge of administrative processes and managing successful relationships with employees. Ability to maintain an organized employee database by collecting records, and carefully organizing paperwork associated with existing and future employees. Adept in handling personnel related issues, and adhering to laws and regulations governing recruitment and employment practices. Bringing forth a positive attitude and strong work ethic.

📁 Employment History

Human Resources Assistant at McDougal & Fahey Law Offices, New York

September 2015 — September 2019

- Assisted with the development and dispersion of the HR employee manual.
- Enhanced electronic filing methods to be more cohesive and effective.
- Reviewed and assessed resumes sent in by job applicants.
- Collaborated with the head of HR to meet and exceed all initiatives.
- Ensured that all company HR procedures and guidelines are followed.

Front Desk Associate at Henry Gates Public Relations, New York

October 2013 — September 2015

- Served as a friendly liaison between clients and publicists.
- Successfully handled all clerical and administrative duties including answering phones, recording and relaying messages, and providing callers and walk-ins with information about the company.
- Used discretion to protect the privacy of clients.

Personal Assistant at The Corcoran Group, New York

August 2012 — September 2013

- Served as a hardworking and effective Personal Assistant to one of New York's top commercial realtors.
- Interviewed clients, collected information, and briefed realtors on the needs and situations of prospective clients.
- Devised and maintained productive office systems and worked to find solutions for any issues.

🎓 Education

Bachelor of Communications and Film Studies, Fordham University, Bronx

August 2009 — August 2013

Details

romioshoula@gmail.com

Skills

Highly Organized

Office Programs

Interpersonal
Communication Skills

Employment Legislation

References

Diana Olsen from McDougal & Fahey Law Offices

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Laura Harris from Henry Gates Public Relations

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Ron Haymen from Fordham University

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