

# Rami Shoula

Personal Assistant

## 👤 Profile

Professional and experienced Personal Assistant with a proven track record of providing optimal support and assistance to career professionals. Adept in maintaining high levels of organization, while effectively prioritizing tasks. Driven, goal-oriented, and committed to exceeding expectations.

## 📁 Employment History

### Personal Assistant at Drive 36, New York

February 2018 — March 2021

- Maintained a highly organized and efficient documentation system.
- Planned and distributed event calendars.
- Handled travel arrangements and accommodations.
- Distributed quarterly office updates.
- Efficiently handled time-sensitive and confidential documents.
- Exercised excellent judgment, and sought to provide the highest level of support at all times.

### Personal Assistant at The Landry, New York

October 2016 — January 2018

- Developed new and efficient document filing practices.
- Handled all email and phone correspondence.
- Effectively managed a broad range of responsibilities.
- Maintained stock of office supplies and created new orders when necessary.
- Organized and facilitated meetings and private functions.
- Handled travel arrangements including flight, car, and stay details.
- Worked with a meticulous attention to detail.

## 🎓 Education

### Associate of Marketing, Westchester Community College, Valhalla

September 2015 — May 2017

### High School Diploma, Valhalla High School, Valhalla

September 2011 — May 2015

## 📄 References

### Debrah Fahey from Drive 36

[de1bf\\_heyrd@drive36.com](mailto:de1bf_heyrd@drive36.com) · 212-569-5499

### Allen Jones from Drive 36

[all\\_nee3@drive36.com](mailto:all_nee3@drive36.com) · 212-345-255

### Karen Simmons from The Landry

[landrymanagee\\_1@gmail.com](mailto:landrymanagee_1@gmail.com) · 212-345-6688

## Details

[romioshoula@gmail.com](mailto:romioshoula@gmail.com)

## Skills

Fast Learner

Ability to Multitask

Ability to Work Under Pressure

Effective Time Management

Interpersonal Communication

Knowledge of Office Technology

