# Rami Shoula

Order Filler

### Profile

Experienced and reliable Order Filler with a strong attention to detail and excellent organizational skills. Adept in accurately reading order requirements and working to fulfill them in a time efficient way. A fast learner with a great work ethic and the ability to work independently or with others.

## Employment History

## Order Filler at JBC Productions, Dallas

June 2016 — March 2019

- Maintained a neat and accurate workspace to successfully complete orders.
- Paid close attention to details to ensure accuracy.
- Updated log sheets to reflect fulfilled orders.
- Neatly and efficiently packed orders to ensure optimal customer service.
- Reported issues with products or packaging defects to supervisors.
- Gathered necessary packing materials prior to production each day.

### Order Filler at Arielle's Fabrics, Dallas

September 2013 — May 2016

- Worked to maintain an organized work area suitable to efficient packaging.
- Maintained inventory of packaging materials and brought order items in.
- Handed in log sheets for accountability.
- Worked independently and also in collaboration with other employees.
- Assisted supervisors and employees with daily tasks related to order fulfillment.

#### Shop Assistant at Arielle's Fabrics, Dallas

June 2005 — April 2013

- Assisted the Head of Shop with all daily tasks to increase productivity and achieve customer service goals.
- Ordered fabrics and organized them neatly in our stock room.
- Assisted customers with choosing items and purchasing transactions.

### Education

High School Diploma, Dallas High School, Dallas

September 2001 — May 2005

#### **Details**

romioshoula@gmail.com

#### **Skills**

Organizational Skills

Attention to Detail

Ability to Work Under Pressure

**Logical Thinking** 

Positive Work Ethic

### Languages

English

French

## **◄** References

## Arielle Mostromano from Arielle's Fabrics

a.mostromano@ariellsfabrics.com · 469-223-2673

## **Cody Perez from JBC Productions**

perez.cody@jbcprods.org · 469-332-2839

## Juanita Garrilo from JBC Productions

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