

Rami Shoula

Executive Assistant

👤 Profile

Enthusiastic and experienced Executive Assistant, bringing forth an impressive background serving as a source of critical support for Executive Management Leaders. Adept at maintaining accurate schedules, filing systems, and office correspondence. Committed to utilizing my organizational skills to provide optimal support to busy Executives.

📁 Employment History

Executive Assistant at PepsiCo, White Plains

January 2013 — October 2019

- Reported to the CEO and handled a wide variety of day-to-day tasks.
- Maintained schedules, communicated with clients, and arranged travel.
- Handled accounts payable and receivable, and maintained documentations.
- Coordinated company events and ensured employees remained up-to-date on events and initiatives.

Executive Assistant at Hunter Public Relations, New York

May 2010 — September 2013

- Managed company meeting calendar and handled travel arrangements for two of the company's busiest Executives.
- Proof-read and prepared documents.
- Kept meeting minutes and distributed important information to employees.
- Maintained a meticulously organized internal filing system.

🎓 Education

Bachelor of Communications, University of Virginia, Richmond

August 2006 — May 2010

High School Diploma, Princeton School, Princeton

September 2002 — May 2006

📄 References

Patricia Dougherty from Hunter Public Relations

pdougherty@hunterpr.com · 917-228-3864

Allison Stockel from PepsiCo

allisons@pepsicowp.com · 914-665-4821

Dana Fahey from PepsiCo

dfahey@pepsicowp.com · 914-457-6842

Details

romioshoula@gmail.com

Skills

Administrative Skills

Excellent Multitasking Skills

Motivated Attitude

Verbal and Written
Communication Skills

Office Technology Skills

Project Management Skills

Languages

English

Dutch