

# Rami Shoula

Legal Assistant

## 👤 Profile

Highly effective and experienced Legal assistant with extensive knowledge of the general office procedures and support required to effectively assist in a legal environment. Bringing forth knowledge and experience of court procedures, government regulations, drafting research documents, and handling legal correspondence. Adept in creating and revising legal documents, including dispositions and court filings. Experienced in maintaining office and client records by applying excellent organizational and office management skills on a daily basis. A strong team player that effectively maintains working relationships with co-workers, supervisors, and clients.

## 📁 Employment History

### Legal Assistant at Los Angeles County District Attorney's Office, Los Angeles

January 2016 — Present

- Acted as liaison with Assistant District Attorney's Office to determine charges and submitted orders of protection.
- Coordinated immigrant detainee correspondence and other legal materials.
- Answered email and phone inquiries about issues of immigration law.
- Performed research for relevant cases presented to the District Attorney's Office.
- Continually served as a helpful and enthusiastic assistant with a proven track record of doing work in a timely and professional manner.

### Philosophy Department Teaching Assistant at University of California Los Angeles, Los Angeles

August 2013 — May 2015

- Assisted professors with lessons planning and in-class teaching.
- Explained challenging philosophical concepts to students at an intermediate level.
- Evaluated and corrected homework and tests.
- Conducted office hours to ensure students understood course concepts.
- Provided one on one assistance to students seeking further help.

## 🎓 Education

### Master of Philosophy, UCLA, Los Angeles

August 2013 — May 2015

### Bachelor of English, UCLA, Los Angeles

August 2010 — May 2013

## Details

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

## Skills

Excellent Communication Skills

Project Management Skills

Knowledge of Legal Terminology

Strong Attention to Detail

Law Office Technology

## Languages

Spanish

## Internships

**Legislative Intern** at Office of U.S. Senator Connie M. Leyva, Los Angeles

2015

- Researched rights and regulations regarding Immigration.
- Researched environmental justice initiatives for future proposals.

## References

**Joan Maher** from Los Angeles County District Attorney's Office

[maher@lacountyda.org](mailto:maher@lacountyda.org) · 315-292-0383

**Renee Azo** from University of California Los Angeles

[razo@ucla.edu](mailto:razo@ucla.edu) · 347-293-2111

**Harris Gaines** from University of California Los Angeles

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