

Rami Shoula

Administrative Assistant

Profile

Proficient Administrative Assistant with over 7 years of office experience, specializing in administrative work, problem solving, planning, and optimal assistance. Known for increasing productivity and relieving workload of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software program, or office filing system.

Employment History

Administrative Support Assistant at Space Corporation, Dallas

2010 — Present

- Served as a direct assistant to Production Supervisor, supporting all aspects of production and office management.
- Trusted to analyze and interpret data, and handle all shipments, deliveries, and material orders.
- Known as the “go-to person” for all departments including Quality Control, Accounting, and Management.
- Worked to alleviate executive overload by handling all customer interactions for company including walk-ins, email, phone, and fax interactions.
- Coordinated and scheduled all company meetings, appointments, interviews, and inspections.
- Problem solved for each department to maintain timely completion of parts and meet strict deadlines.
- Worked to ensure quality service and addressed and resolved all customer issues.

Administrative Assistant at A&C Machine, Austin

2007 — 2010

- Reported to Operations Manager and assisted shop and office personnel.
- Performed a range of administrative duties from maintaining production schedules to purchasing supplies and hiring vendors.
- Implemented problem solving skills to work through employee, customer, and managerial staff issues and challenges.
- Directed workflow, acting as intermediary between all departments by arranging conference calls, scheduling meetings, composing correspondence, and managing calendars.
- Supported an efficient production system in a fast paced environment by accurately processing all new orders, and delegating tasks as each order required.

Office Assistant at Gary Manufacturing, Austin

2005 — 2007

- Served as an assistant to all administrative personnel and acted as a first point of contact for visitors and customers.

Details

romioshoula@gmail.com

Skills

Administrative Support Skills

Inventory Control Skills

Scheduling Skills

Event Planning

Dictation Skills

Editing and Proofreading Skills

- Managed telephone and email communication systems and maintained office supplies ordering office supplies with accuracy.
- Decreased supply costs by properly managing inventory, obtaining quotes, and purchasing appropriately priced products.
- Recognized for assisting customer inquiries immediately.

Education

Associate of Business Administration, Acton School of Business, Austin

2008 — 2010

High School Diploma, Edward Johnson High School, Austin

September 2004 — May 2008

References

References available upon request