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| Rami Shoula  Administrative | |
| |  |  | | --- | --- | |  | Profile Highly skilled Administrative professional seeking to utilize my office and interpersonal communication skills for the betterment of a company. Adept in managing and maintaining an organized documentation system, working one-on-one with customers, and providing optimal front-end and back-end support. |  |  |  | | --- | --- | |  | Employment HistoryAdministrative Assistant at Ben Goldman Attorney at Law, New York April 2016 — August 2021   * Worked hard to fulfill administrative and clerical duties to ensure that the office ran efficiently. * Managed all office correspondence such as answering phone calls and communicating with other attorney offices, * Arranged travel, and scheduled meetings, appointments, and depositions for the team. * Performed legal research, as needed, with help from attorneys and paralegals. * Processed client billing properly.  Administrative Assistant at Tigg and Bauer LLC, New York July 2014 — March 2016   * Managed the calendar, related correspondence, and coordination of logistics for the CEO. * Managed highly confidential information with discretion and confidentiality. * Arranged and coordinated travel schedules and reservations. * Maintained a high level of organization, ensuring that meetings, deadlines, and duties were completed. * Prepared reports and maintained tracking system. * Collaborated cohesively with other administrative staff. * Provided support to other executives as needed. |  |  |  | | --- | --- | |  | EducationBachelor of Arts in Communications, Hunter College, New York September 2010 — May 2014 |  |  |  | | --- | --- | |  | InternshipsEditorial Intern at Babbel, New York September 2013 — February 2014 | | DetailsSkills  |  |  | | --- | --- | | Interpersonal Communication Skills | | |  |  |  |  |  | | --- | --- | | Administrative Skills | | |  |  |  |  |  | | --- | --- | | Clerical Skills | | |  |  |  |  |  | | --- | --- | | Agile Project Management | | |  |  |  |  |  | | --- | --- | | Self Starter | | |  |  |  |  |  | | --- | --- | | Strategic Planning | | |  |  |  Languages  |  |  | | --- | --- | | English | | |  |  |  |  |  | | --- | --- | | Dutch | | |  |  | |