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| Rami Shoula  Office Assistant | |
| |  |  | | --- | --- | |  | Profile Enthusiastic and committed office assistant with 18 years of experience providing superior organization and support to offices. Hardworking and diligent in fulfilling a full range of administrative tasks to optimize results |  |  |  | | --- | --- | |  | Employment HistoryOffice Assistant at The DHB Building Group, Scottsdale January 2016 — Present   * Maintained organization in a busy office and assisted four associates in ways that streamlined procedures for improved efficiency. * Sorted and distributed office communications in a timely manner. * Monitored office supplies, managed orders, and communicated with vendors to build dependable relationships and prevent stock shortfalls. * Assisted the director of accounting with various bookkeeping tasks, including budget and report preparation. * Implemented efficient organized filing systems that achieved a 30% reduction in paper usage within four years. * Greeted and assisted onsite guests. * Acted as the point of contact between executives and employees/clients. * Oversaw clerical tasks of five staff members in three departments and ensured that office procedures ran smoothly.  Administrative Assistant at Tezza Inc. , Tucson April 2013 — December 2015   * Assisted in achieving sales goals of this busy kitchen and bath product supplier, including surpassed growth targets for profits, repeat business and new customers. * Provided general office-wide administrative support including: photocopying, scanning, e-mailing, filing; and data entry- often high volumes with short lead time. * Greeted customers and visitors in a friendly and professional manner. * Answered and directed incoming phone calls, averaging about 250 a day. * Effectively managed inventory and orders, achieving reductions in delivery wait times of 23% and 33% fewer product returns. * Assisted with special projects as needed, including client presentations and trade show exhibits. |  |  |  | | --- | --- | |  | EducationBachelor of Arts in Public Relations, University of Arizona, Tucson September 2009 — May 2013 |  |  |  | | --- | --- | |  | InternshipsPR Intern at Phillips & Phillips Relations, Tucson October 2012 — March 2013   * Provided exceptional support to the Public Relations team through a variety of tasks and special projects. | | DetailsSkills  |  |  | | --- | --- | | Project Management Skills | | |  |  |  |  |  | | --- | --- | | Multitasking Skills | | |  |  |  |  |  | | --- | --- | | Excellent Customer Service Skills | | |  |  |  |  |  | | --- | --- | | Diverse Administrative Support Skills | | |  |  |  |  |  | | --- | --- | | Advanced Technology Skills | | |  |  |  |  |  | | --- | --- | | Motivated Attitude | | |  |  |  |  |  | | --- | --- | | Inventory Control Skills | | |  |  |  |  |  | | --- | --- | | Strong Organizational Skills | | |  |  |  Languages  |  |  | | --- | --- | | Arabic | | |  |  |  |  |  | | --- | --- | | English | | |  |  |  |  |  | | --- | --- | | Spanish; Castilian | | |  |  | |