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| Rami Shoula  Office Secretary | |
| |  |  | | --- | --- | |  | Profile Experienced and self-motivated Office Secretary with ten+ years of industry experience overseeing the main offices of schools. Highly competent communicator skilled in multitasking and effectively communicating with others. Bringing forth a proven track record of successfully managing offices, and helping to lead school professionals to work toward reaching goals. |  |  |  | | --- | --- | |  | Employment HistoryOffice Secretary at The Hanover School, Rutherford August 2015 — September 2019   * Served as a friendly and helpful first point of contact in the Administration Office. * Directed visitors to appropriate offices and school wings. * Answered phones and delivered important messages to school staff and students. * Scheduled school events and created and maintained the school calendar. * Processed payroll and distributed paychecks to employees. * Maintained inventory and ordered supplies as necessary. * Assisted school employees and parents of students with tasks as needed.  Office Secretary at Maxwell and Hudson, New York November 2011 — June 2015   * Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, making copies, faxing documents, and greeting visitors. * Maintained office schedules and filing systems. * Handled office correspondence and incoming and outgoing mail. * Managed office space and office equipment. * Maintained work logs for office employees.  Office Receptionist at Deerfield Plumbing, Rutherford August 2009 — October 2011   * Greeted visitors, checked them in and out, and answered all questions and inquiries. * Handled payments and filed all financial transactions and receipts. * Edited and proofread written advertisements and submitted them to local newspapers. * Made copies, faxed documents, and provided optimal administrative support to employees. |  |  |  | | --- | --- | |  | EducationAssociate of Business Administration, Hunter College, New York August 2010 — June 2012 High School Diploma, Lincoln High School, New York September 2005 — May 2009 |  |  |  | | --- | --- | |  | ReferencesCecile Avis from Maxwell and Hudson [cavis@gmail.com](mailto:cavis@gmail.com) · 212-982-2029 Donald D'Amato from Maxwell and Hudson [ddamato@maxhudson.org](mailto:ddamato@maxhudson.org) · 212-982-2022 Christine Levy from The Hanover School [levy@hanoverschool.edu](mailto:levy@hanoverschool.edu) · 201-283-3314 | | DetailsSkills  |  |  | | --- | --- | | Superior Administrative Skills | | |  |  |  |  |  | | --- | --- | | Excellent Organizational Skills | | |  |  |  |  |  | | --- | --- | | Bookkeeping Skills | | |  |  |  |  |  | | --- | --- | | Superior Multitasking Skills | | |  |  |  |  |  | | --- | --- | | Prioritizing Tasks | | |  |  | |