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| Rami Shoula  Personal Assistant | |
| |  |  | | --- | --- | |  | Profile Professional and experienced Personal Assistant with a proven track record of providing optimal support and assistance to career professionals. Adept in maintaining high levels of organization, while effectively prioritizing tasks. Driven, goal-oriented, and committed to exceeding expectations. |  |  |  | | --- | --- | |  | Employment HistoryPersonal Assistant at Drive 36, New York February 2018 — March 2021   * Maintained a highly organized and efficient documentation system. * Planned and distributed event calendars. * Handled travel arrangements and accommodations. * Distributed quarterly office updates. * Efficiently handled time-sensitive and confidential documents. * Exercised excellent judgment, and sought to provide the highest level of support at all times.  Personal Assistant at The Landry, New York October 2016 — January 2018   * Developed new and efficient document filing practices. * Handled all email and phone correspondence. * Effectively managed a broad range of responsibilities. * Maintained stock of office supplies and created new orders when necessary. * Organized and facilitated meetings and private functions. * Handled travel arrangements including flight, car, and stay details. * Worked with a meticulous attention to detail. |  |  |  | | --- | --- | |  | EducationAssociate of Marketing, Westchester Community College, Valhalla September 2015 — May 2017 High School Diploma, Valhalla High School, Valhalla September 2011 — May 2015 |  |  |  | | --- | --- | |  | ReferencesDebrah Fahey from Drive 36 [de1bf\_heyrd@drive36.com](mailto:de1bf_heyrd@drive36.com) · 212-569-5499 Allen Jones from Drive 36 [all\_nee3@drive36.com](mailto:all_nee3@drive36.com) · 212-345-255 Karen Simmons from The Landry [landrymanagee\_1@gmail.com](mailto:landrymanagee_1@gmail.com) · 212-345-6688 | | DetailsSkills  |  |  | | --- | --- | | Fast Learner | | |  |  |  |  |  | | --- | --- | | Ability to Multitask | | |  |  |  |  |  | | --- | --- | | Ability to Work Under Pressure | | |  |  |  |  |  | | --- | --- | | Effective Time Management | | |  |  |  |  |  | | --- | --- | | Interpersonal Communication | | |  |  |  |  |  | | --- | --- | | Knowledge of Office Technology | | |  |  | |