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| Rami Shoula  Executive Assistant | |
| |  |  | | --- | --- | |  | Profile Enthusiastic and experienced Executive Assistant, bringing forth an impressive background serving as a source of critical support for Executive Management Leaders. Adept at maintaining accurate schedules, filing systems, and office correspondence. Committed to utilizing my organizational skills to provide optimal support to busy Executives. |  |  |  | | --- | --- | |  | Employment HistoryExecutive Assistant at PepsiCo, White Plains January 2013 — October 2019   * Reported to the CEO and handled a wide variety of day-to-day tasks. * Maintained schedules, communicated with clients, and arranged travel. * Handled accounts payable and receivable, and maintained documentations. * Coordinated company events and ensured employees remained up-to-date on events and initiatives.  Executive Assistant at Hunter Public Relations, New York May 2010 — September 2013   * Managed company meeting calendar and handled travel arrangements for two of the company's busiest Executives. * Proof-read and prepared documents. * Kept meeting minutes and distributed important information to employees. * Maintained a meticulously organized internal filing system. |  |  |  | | --- | --- | |  | EducationBachelor of Communications, University of Virginia, Richmond August 2006 — May 2010 High School Diploma, Princeton School, Princeton September 2002 — May 2006 |  |  |  | | --- | --- | |  | ReferencesPatricia Dougherty from Hunter Public Relations [pdougherty@hunterpr.com](mailto:pdougherty@hunterpr.com) · 917-228-3864 Allison Stockel from PepsiCo [allisons@pepsicowp.com](mailto:allisons@pepsicowp.com) · 914-665-4821 Dana Fahey from PepsiCo [dfahey@pepsicowp.com](mailto:dfahey@pepsicowp.com) · 914-457-6842 | | DetailsSkills  |  |  | | --- | --- | | Administrative Skills | | |  |  |  |  |  | | --- | --- | | Excellent Multitasking Skills | | |  |  |  |  |  | | --- | --- | | Motivated Attitude | | |  |  |  |  |  | | --- | --- | | Verbal and Written Communication Skills | | |  |  |  |  |  | | --- | --- | | Office Technology Skills | | |  |  |  |  |  | | --- | --- | | Project Management Skills | | |  |  |  Languages  |  |  | | --- | --- | | English | | |  |  |  |  |  | | --- | --- | | Dutch | | |  |  | |