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| Rami Shoula  Human Resources Professional | |
| |  |  | | --- | --- | |  | Profile Experienced and self-motivated Human Resources Professional with two years of industry experience administering policies and procedures in the Human Resources Department of a fast-moving technology company. Adept in implementing programs and changes that enhance company position and lead to success. Knowledgeable about employment law and effective organizational planning. Bringing forth a proven track record of successfully managing Human Resource efforts and serving as a crucial pillar of support for HR teams and employees. |  |  |  | | --- | --- | |  | Employment HistoryHuman Resources Professional at Millbank & Cone, Stamford November 2015 — September 2019   * Assisted in creating documentation for all new hires, and continued to build files in accordance with HR protocol. * Created a compliance log intended for management use each month. * Assisted in maintaining all hard copy files for the HR department. * Developed and implemented company policies and codes that supported long-term and short-term  goals. * Assisted in updating all Benefits information, while extending important knowledge pertaining to Benefits to employees.  Human Resources Assistant at Millbank and Cone, Danbury December 2014 — October 2015   * Worked as a reliable and dedicated team member in the HR department, dedicated to fostering the mission of Macy's. * Assisted with recruitment, interviews, and hiring. * Distributed employee handbooks and answered questions and concerns. * Reported important events and incidences to senior HR members. * Handled paperwork regarding maternity leave and bereavement.  Human Resources Assistant at Jones New York, New York July 2012 — November 2014   * Assisted Senior HR members with various tasks on a daily basis. * Provided new employees with information and training. * Organized seminars for employees involving motivation techniques and healthy lifestyle choices. * Recorded and reported employee issues, and brought them to Senior HR members when necessary. * Organized and maintained employee records. |  |  |  | | --- | --- | |  | EducationAssociate of Business Administration, Norfolk College, New Haven August 2013 — May 2017   * Graduated *magna cum laude*. * Senior Writer at The Lion Publication.  High School Diploma, Hartford High School, Hartford September 2008 — May 2012 |  |  |  | | --- | --- | |  | ReferencesHenry Fortmyer from Macy's [hfortmyer@macys.org](mailto:hfortmyer@macys.org) · 441-907-8912 Genevieve Gore from New Haven Community College [ggore@nhcomm.org](mailto:ggore@nhcomm.org) · 213-345-5566 Liam Hart from John Hubert Dental [lhart@jhubert.com](mailto:lhart@jhubert.com) · 317-117-1816 | | DetailsSkills  |  |  | | --- | --- | | Excellent Communication Skills | | |  |  |  |  |  | | --- | --- | | HR Policies and Regulations | | |  |  |  |  |  | | --- | --- | | Advanced Software System Knowledge | | |  |  |  |  |  | | --- | --- | | Event Planning | | |  |  |  |  |  | | --- | --- | | Employment Laws | | |  |  |  |  |  | | --- | --- | | Mediation Skills | | |  |  | |