|  |  |
| --- | --- |
| Rami Shoula  Human Resources Assistant | |
| |  |  | | --- | --- | |  | Profile An experienced and dedicated Human Resources Assistant with in-depth knowledge of administrative processes and managing successful relationships with employees. Ability to maintain an organized employee database by collecting records, and carefully organizing paperwork associated with existing and future employees. Adept in handling personnel related issues, and adhering to laws and regulations governing recruitment and employment practices. Bringing forth a positive attitude and strong work ethic. |  |  |  | | --- | --- | |  | Employment HistoryHuman Resources Assistant at McDougal & Fahey Law Offices, New York September 2015 — September 2019   * Assisted with the development and dispersion of the HR employee manual. * Enhanced electronic filing methods to be more cohesive and effective. * Reviewed and assessed resumes sent in by job applicants. * Collaborated with the head of HR to meet and exceed all initiatives. * Ensured that all company HR procedures and guidelines are followed.  Front Desk Associate at Henry Gates Public Relations, New York October 2013 — September 2015   * Served as a friendly liaison between clients and publicists. * Successfully handled all clerical and administrative duties including answering phones, recording and relaying messages, and providing callers and walk-ins with information  about the company. * Used discretion to protect the privacy of clients.  Personal Assistant at The Corcoran Group, New York August 2012 — September 2013   * Served as a hardworking and effective Personal Assistant to one of New York's top commercial realtors. * Interviewed clients, collected information, and briefed realtors on the needs and situations of prospective clients. * Devised and maintained productive office systems and worked to find solutions for any issues. |  |  |  | | --- | --- | |  | EducationBachelor of Communications and Film Studies, Fordham University, Bronx August 2009 — August 2013 High School Diploma, St. Francis Preparatory School, Queens September 2005 — May 2009 |  |  |  | | --- | --- | |  | ReferencesDiana Olsen from McDougal & Fahey Law Offices [dolsen@mcdougal.com](mailto:dolsen@mcdougal.com) · 212-354-0909 Laura Harris from Henry Gates Public Relations [laura@hgates.com](mailto:laura@hgates.com) · 212-522-2718 Ron Haymen from Fordham University [haymen@fordham.edu](mailto:haymen@fordham.edu) · 718-777-4456 | | DetailsSkills  |  |  | | --- | --- | | Highly Organized | | |  |  |  |  |  | | --- | --- | | Office Programs | | |  |  |  |  |  | | --- | --- | | Interpersonal Communication Skills | | |  |  |  |  |  | | --- | --- | | Employment Legislation | | |  |  | |