|  |  |
| --- | --- |
| Rami Shoula  Career Change | |
| |  |  | | --- | --- | |  | Profile Self-motivated and enthusiastic worker with vast experience in many different fields. Bringing forth a proven track record of achievement and a reputation for positive collaboration. Confident, hard working, and committed to seeing results in whatever position I am in. Reliable and dedicated to finding a place that will benefit from my superior skill set and energetic drive. |  |  |  | | --- | --- | |  | Employment HistoryPreschool Teacher at Little Seed School, Seattle August 2012 — June 2019   * Created developmentally appropriate lesson plans and activities for students ages 2-4. * Worked to create and maintain a welcoming and stimulating environment for students. * Maintained excellent communication with parents regarding their child's progress. * Addressed any concerns from parents in a professional and courteous manner. * Actively participated in school events and planned the first Spring Auction for the preschool. * Attended workshops to learn about different educational approaches and tools. * Recorded observations as written assessments of student performance.  HR Receptionist at Maxwell Publishing House, Seattle July 2009 — July 2012   * Assisted the head of HR with all clerical and administrative duties. * Provided employees with forms and proper insurance applications. * Answered calls and recorded messages. * Made copies and handled incoming and outgoing mail. * Assisted with the purchasing and arranging of supplies. * Maintained confidentiality of employee files. * Scheduled and confirmed interviews and appointments.  Administrative Assistant at TV Guide, Seattle September 2007 — July 2009   * Served as a reliable Administrative Assistant in the Editorial Department. * Answered calls and recorded and reported messages. * Maintained a neat and organized working environment. * Maintained conference room calendars and scheduled meetings. * Coordinated travel plans and scheduled appointments. |  |  |  | | --- | --- | |  | EducationBachelor of Communications, University of Washington, Seattle August 2005 — May 2009 High School Diploma, Loyola High School, Stockton September 2001 — June 2005 |  |  |  | | --- | --- | |  | ReferencesNicole Solos from Little Seed School [nicole@littleseed.com](mailto:nicole@littleseed.com) · 829-293-0023 Ashley Morrison from Little Seed School [ashley@littleseed.com](mailto:ashley@littleseed.com) · 829-384-9304 Ryan Gaines from Maxwell Publishing House [rygaines@maxwellpub.com](mailto:rygaines@maxwellpub.com) · 718-283-2923 | | DetailsSkills  |  |  | | --- | --- | | Self Starter | | |  |  |  |  |  | | --- | --- | | Interpersonal Communication | | |  |  |  |  |  | | --- | --- | | Work Ethic | | |  |  |  |  |  | | --- | --- | | Organization Skills | | |  |  |  |  |  | | --- | --- | | Presentation Skills | | |  |  |  |  |  | | --- | --- | | Leadership Skills | | |  |  |  Languages  |  |  | | --- | --- | | Spanish | | |  |  | |