

Shobannah Ali

Detail-oriented administrative assistant with +2 years of experience in a fast-paced environment. Seeking to develop HR skills.

✉ shobannah@gmail.com

📞 (407) 860-7204

📍 4920 Erleen Place, Orlando, United States

EDUCATION

A.A., General Studies

Valencia College

05/2014 – 05/2016

Orlando, FL

B.S., Health Management

Seminole State College

06/2016 – 05/2018

Altamonte Springs, FL

M.B.A. Human Resources Management

Nova Southeastern University

08/2018 – 08/2019

WORK EXPERIENCE

Birthday Party Host

Orlando Science Center

05/2013 – 04/2015

Orlando, FL

Achievements/Tasks

- Supervise assistants to include delegation of responsibilities with the parties, and general customer service related to the birthday parties.
- Weekly inventory of paper products and additional supplies.
- Be able to work on a consistent basis and fulfill scheduling requirements.

Contact: Obioma Ezinwa – (904) 866-3468

Office Assistant

Fastax & Accounting Inc.

01/2014 – 04/2015

Winter Garden, FL

Achievements/Tasks

- Performed payroll and billing administration.
- Conducted bookkeeping, filing, and clerical/administrative functions.
- Assisted with the preparation and completion of quarterly and annual tax filing for individuals and corporations.

Contact: Nazlene Khan – (321) 945-7783

Membership Services Representative

YMCA

10/2016 – 01/2018

Orlando, FL

Achievements/Tasks

- Responsible for leading tours to perspective members, and helping to ensure membership revenue goals are met monthly targets.
- • Enter membership and program enrollment data into Oracle.
- Provided exceptional customer service by appropriately answering member concerns and inquiries.

Contact: Joan Dymersky – (860) 604-2075

SKILLS

Multitasking

Dependability

Accounting

Bookkeeping

Payroll

PERSONAL PROJECTS

Haya Collection (08/2017 – Present)

- A self owned online collection of modern Islamic accessories.

ORGANIZATIONS

Qabeelat Noor (01/2014 – Present)

Volunteer

INTERESTS

Volleyball

Puzzles

Drawing