

Yassmin Rifai Shaker

NATIONAL NURSE PRACTITIONER RESIDENCY & FELLOWSHIP TRAINING CONSORTIUM

Administrative Specialist

Provide Administrative Support to the National Nurse Practitioner Residency & Fellowship Training Consortium (NNPRFTC) and the Accreditation Commission.

Nov 2019 - Present
Newport Beach, CA

NETFREEDOM PIONEERS

Executive Assistant to Director/Project Coordinator – Part-time

- Creating, scheduling, processes and implementing various maintenance logs
- Follow-up of deadlines and due dates of different projects through trackers
- Initiated and assisted in the implementation of a project overseas for public schools with the Ministry of Education in Egypt
- Assist HR Manager in writing contracts, recruiting, interviewing
- Assist in the designs of Advertisement material with Marketing Manager
- Prepare expense forms/requisitions, reimbursements, and Credit Card Reconciliation using online QuickBooks
- Document control, proof-reading/editing documents

Feb 2019 – Nov 2019
Los Angeles, CA

CRRC MA CORPORATION

Administrative Manager / Project Administrator

- Creating, scheduling, processes and implementing various maintenance logs
- Document control, proof-reading/editing documents, & handling all correspondences on daily basis
- Prepare Weekly and Monthly Reports, and distributed associated Key Performance Indicators (KPI)
- Manage calendars and arranging meetings and Conducting online research and preparing data
- Assign incoming correspondence to the designated employees
- Follow-up of deadlines and due dates through trackers
- Prepare expense forms/requisitions and Credit Card Reconciliation
- Manage daily office needs and LA PMO's general administrative activities.
- Manage travel itineraries including domestic and International flights and hotel booking

Feb 2017 –Feb 2019
DTLA Los Angeles, CA

INTEGRATED HEALTH CENTER OF LOS ANGELES

Executive Administrative Assistant

- Provide administrative support & preparation of files and labs for Two Clinics.
- Schedule & manage appointments and qualifying/disqualifying patients for workshops
- Responsible for inventory. Prepared update sheets to update it
- Organize events/workshops including doing both the opening and closing speeches
- Take minutes, schedule meetings, follow-up to meet deadlines, and greet guests.
- Field phone calls and customer service and manage office supplies

Nov 2015 –Jan 2017
Los Angeles, CA.

EMBASSY OF QATAR

Translator/Interpreter

Translated Arabic/English for Qatar civilians coming to Houston for Cancer treatment.

Mar 2013 – Sept 2015
Houston, Texas

3MLTD

Office Manager

- Provided executive support to both the General Manager and Financial Manager
- Participated in all senior level meetings. An active member of Operating Team Committee.
- Managed HR duties. Compiled and processed all company personnel files and reports
- Interviewed and screened candidates for positions in the company and updated the 3M Regional HR database

May 2011 – Jan 2013
Cairo, Egypt

GLAXO WELLCOME INC.

Executive Assistant to Managing Director

- Acted as Secretary to Three Main Executive Committees, operating at senior level.
- Reported to the Area Director's office in both Rome and London Headquarters.
- Translated Arabic to English and vice versa.

Feb 2007 – April 2011
Cairo, Egypt

EDUCATION

Bachelor of Computer & Information Science. University of Northeastern Illinois, Chicago, Illinois

Certificate of Medical Interpretation & Translation. Cairo University, Cairo Egypt 2011

Certificate for PMP (In Progress)