



# Destiny Anthony

Receptionist

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## Languages

English (Native)

## About

Motivated and reliable with strong customer service skills, I excel in complaint handling and administrative tasks. My experience at La Vera Resources has honed my ability to manage various retail responsibilities efficiently, ready for a dynamic sales role.

### BRANDS WORKED WITH

La Vera Resources Limited

## Experience

### ● Receptionist/Administrative Assistant

La Vera Resources Limited | Jul 2023 - Mar 2024

- Composed correspondence, prepared reports and managed a variety of administrative tasks
- Handled customer complaints calmly and professionally, resolving customer issues in a timely manner
- Created reports and documents as requested by the office manager
- Scheduled and coordinated meetings and appointments for staff and clients
- Processed incoming and outgoing mail and packages
- Answered incoming calls in a professional manner, ensuring all inquiries were handled appropriately
- Entered patient data into the practice management system

## Education & Training

2018 - 2023

### ● Bishop Challoner Girls' School

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