

# Shamyuh Lavant

Savannah, GA 31401

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+1 912 414 4788

Work from home customer service specialist and a experienced supervisor possessing a high school diploma. Strong communication and interpersonal skills with a focus on active listening and emotional intelligence. Passionate about helping people by finding creative and fast solutions.

## Work Experience

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### **Medical Receptionist**

SouthCoast Health - Savannah, GA

February 2023 to February 2024

- Greets patients in the facilities and over the phone
- Assists doctors, nurses, and patients.
- Schedules doctors' appointments for patients
- Prepares medical files.
- Maintains and keeps patient information confidential

### **Work from Home**

GDCC West, LLC

February 2022 to January 2023

- Responding to emails
- Message chatting
- Writing up tickets
- Solving issues

### **Housekeeping Supervisor**

RIVERVIEW NURSING HOME

May 2021 to January 2022

Supervising over housekeepers maintaining a clean environment

### **Work from Home Customer Service Representative**

InfoCision - Savannah, GA

December 2020 to April 2021

- Writing tickets
- Resolving Billing
- Responding to emails & chats
- Answering the phone

### **Work from Home Customer Service Representative**

MCI Careers - Savannah, GA

September 2019 to November 2020

- Canceling Billing
- Meeting customers needs
- Canceling subscription

### **Delivery Driver**

FedEx - Savannah, GA

March 2018 to August 2019

- Delivery all kind of items
- Taking different routes
- Safety

## Education

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### **High school diploma**

Jenkins High School

## Skills

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- Driving
- Microsoft Office
- Organizational skills
- Housekeeping management
- Communication skills
- Cleaning
- Customer service
- Business intelligence
- Clerical experience Phone Number: +1 912 414 4788 Email: shamyuh555@gmail.com Address: 280 Randolph St
- Clerical experience
- Telecommunication
- Cooking
- Customer service
- Computer skills
- Outbound calling
- Inbound calling
- Call center
- Windows
- Delivery driver
- Basic math
- Cash register
- Cash handling

## Certifications and Licenses

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### **Driver's License**

August 2021 to March 2026