

Introducing Katya Dorey

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Office Assistant – BREED Australia

I first started working with BREED in January 2020. The tasks I have been working on include shredding, scanning, room bookings, confirmation emails and powerpoint presentations on the companies at BREED.

In my time at BREED, I have also learned how to use new systems, like Picktime and the online room bookings Google Sheets. I've also been working on call-taking messages. When I'm working from the BREED office, I also empty the fridges and check the training rooms are neat and tidy.

In future, I want to learn to answer the phone on my own and take down message details so I can send through call-taking messages. I also want to learn how to create and make my own movie from scratch. I hope to improve on working independently, working on interview skills and my phone manner, and improve my typing skills.

I want to learn to be able to work at a fast and motivated pace, and to multi-task. I want to be able to write more posts for the business in the future, and improve my knowledge of BREED. I'm also hoping to update the BREED business page myself, and add ideas and videos onto the Facebook page.

I want to learn more about using Excel and Microsoft Word. I want to be able to connect with all the tenants in the BREED business centre, and help them all in the best way possible.

I am also finding ways to get more virtual tenants to help our business grow in the future. I want to be able to help others with problem-solving, and if there are things that they are struggling with.

I am enjoying working alongside Madeleine and Emmanuel. I love that the tenants at BREED are all very friendly and willing to chat, and I also like being kept busy. I love working for BREED and look forward to every day there.