



## RILEY MASON

### SECRETARY

I'm Riley Mason. In the Selçuklu district of Konya on 10 October 1993 I was born. I studied primary and secondary education here. High School Konya Anatolia I studied in his high school. Work for family reasons after finishing high school I started looking. Later, secretary in many private companies I started doing it. My computer use is good. Office Programs I have a lot of information about. I was trained in diction. I know about office machines.

#### Skills

Microsoft excel ●●●●●

Computer Programming ●●●●●

Microsoft office ●●●●●

Microsoft word ●●●●●

#### Languages

English —————●

Italian —————●

Russian —●—————

#### Contact

☎ 05123456789

✉ example@gmail.com

🏠 Selçuklu/Konya

#### Social

in @example

🌐 example.com

📅 10/10/1993

## Education

Konya Anatolian High School

2008 - 2011

## Work experiences

Altundal Company (Secretary)

2013 - 2015

Karabuk Company (Secretary)

2016 - 2018

Fazilet Shoes (Secretary)

2018 - 2020

## References

Altundal Company (05123456789)

KAHRAMAN BALHÖYÜK

Karabuk Company (05123456789)

CAN YAMANCI

Fazilet Shoes (05123456789)

HAYATİ KOCA

## Certificates and Courses

Diction Training

2015 - 2016

## Hobbies

Horseback Riding

Driving a Race Car

Using an engine

Camping