



RILEY MASON

SECRETARY

PERSONAL INFORMATION

Date of birth :10/10/1993
Marital status :Single
Military status :Not completed

CONTACT

05123456789
example@gmail.com
Selçuklu/Konya
example.com
@example

SKILLS

Microsoft excel
Computer Programming
Microsoft office
Microsoft word

LANGUAGES

English
Italian
Russian

LETTER TO EMPLOYER

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.

EDUCATION

Konya Anatolian High School 2008 - 2011

WORK EXPERIENCES

Altundal Company 2013 - 2015
Secretary
Karabuk Company 2016 - 2018
Secretary
Fazilet Shoes 2018 - 2020
Secretary

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