



RILEY MASON

SECRETARY

Contact

☎ 05123456789

📍 Selçuklu/Konya

✉ example@gmail.com

🌐 example.com

in @example

PERSONAL INFORMATION

📅 10/10/1993

♂ Single

🛡 Not completed

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

2008-2011

Konya Anatolian High School

★ Work experiences

2013-2015

Secretary

Altundal Company

2016-2018

Secretary

Karabuk Company

2018-2020

Secretary

Fazilet Shoes

☰ References

Altundal Company

05123456789

KAHRAMAN BALHÖYÜK

Karabuk Company

05123456789

CAN YAMANCI

Fazilet Shoes

05123456789

HAYATİ KOCA

📄 Certificates and Courses

2015-2016

Diction Training

🔪 Hobbies

- Horseback Riding
- Driving a Race Car
- Using an engine
- Camping