



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 5/5 ★
Computer Programming 3/5 ★
Microsoft office 4/5 ★
Microsoft word 3/5 ★

Languages

English 4/5 ★
Italian 5/5 ★
Russian 3/5 ★

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

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