



Riley Mason

SECRETARY

✉ example@gmail.com

in @example

🌐 example.com

PERSONAL INFORMATION

👤 **Name Surname**

Riley Mason

🏠 **Address**

Selçuklu/Konya

☎ **Telephone**

05123456789

📅 **Date of birth**

10/10/1993

♂ **Gender**

Male

♂ **Marital status**

Single

🛡 **Military status**

Not completed

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

* Skills

Microsoft excel

Computer Programming

Microsoft office

Microsoft word

★ Work experiences

2013 - 2015

Altundal Company

Secretary

2016 - 2018

Karabuk Company

Secretary

2018 - 2020

Fazilet Shoes

Secretary

References



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Altundal Company 05123456789

KAHRAMAN BALHÖYÜK

Karabuk Company 05123456789

CAN YAMANCI

Fazilet Shoes 05123456789

HAYATİ KOCA

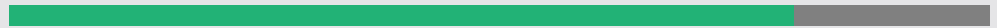
Certificates and Courses

2015 - 2016

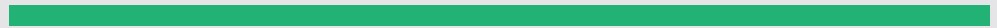
Diction Training

Languages

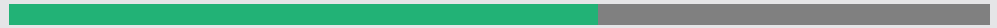
English



Italian



Russian



Hobbies

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