



RILEY MASON

SECRETARY

Personal



Date of birth

10/10/1993



Gender

Male



Marital status

Single



Military status

Not completed

Contact



Telephone

05123456789



E-mail

example@gmail.com



Address

Selçuklu/Konya

Social



@example



example.com



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

Altundal Company 05123456789

KAHRAMAN BALHÖYÜK

Karabuk Company 05123456789

CAN YAMANCI

Fazilet Shoes 05123456789

HAYATİ KOCA



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CERTIFICATES AND COURSES

2015 - 2016

Diction Training



LANGUAGES

English



Italian



Russian



HOBBIES

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