


PERSONAL INFORMATION **Anonymous**

 47, rue des martyrs de la résistance, 33180 vertheuil

PREFERRED JOB **ADMINISTRATION MANAGEMENT**

WORK EXPERIENCE

26/05/2016–05/07/2016

Secretary

Poséo, Cissac Medoc (France)

- Office supply order ;
- Ranking ;
- Make checks ;
- accounting entry.

EDUCATION AND TRAINING

2015–2017

BTEC national administration management

Odilon Redon, Pauillac (France)

PERSONAL SKILLS

Mother tongue(s) French

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A1	A1	A1	A1	A1
Spanish	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Digital competence

	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
Basic user					

Digital competences - Self-assessment grid