Curriculum vitae

PERSONAL INFORMATION

Anonymous

65, Route de Bordeaux Pauillac, 33460 MACAU (France)

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.....@gmail.com

PREFERRED JOB

Administrative Secretary

WORK EXPERIENCE

02/12/2013–20/12/2013

Administrative secretary

Margaux Immobilier, 33460 MACAU (France)

01/12/2014–21/12/2014

Administrative secretary

Voyages Cônte, 33340 LESPARRE-MÉDOC (France)

01/06/2015–21/06/2015

Administrative secretary

Voyages Cônte, 33340 LESPARRE-MÉDOC (France)

15/02/2016–19/02/2016

Administrative secretary

Calliope Immobilier, 33290 LUDON-MÉDOC (France)

11/04/2016–15/04/2016

Administrative secretary

Voyages Cônte, 33340 LESPARRE-MÉDOC (France)

23/05/2016–12/07/2016

Administrative secretary

Maisadour Shop, 33250 PAUILLAC (France)

EDUCATION AND TRAINING

09/2014–06/2017

BTEC National Administration Management

Odilon Redon Vocational High School, 33250 PAUILLAC (France)

PERSONAL SKILLS

Mother tongue(s) French

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A1	A1	A2	A2	A1
Spanish	A1	A1	A2	A2	A1

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

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Digital competence

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

Digital competences - Self-assessment grid

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