Curriculum vitae

PERSONAL INFORMATION

Anonymous

12 bis route de roubaneyre, 33180 Saint Estèphe (France)

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.....@orange.fr

Sex Female | Date of birth 12/03/1999 | Nationality French

JOB APPLIED FOR

Administrative secretary

WORK EXPERIENCE

01/12/2014–19/12/2014

Training at Townhall

Michelle Saintout, Saint Estèphe (France)

08/06/2015–28/06/2015

Training at Caterer Crespo

Jean-Michel Crespo, Saint-Estèphe (France)

02/11/2015–23/11/2015

Training administrative secretary

Garage Peugeot, Pauillac (France)

23/05/2016–05/07/2016

Training administrative secretary

Garage Peugeot, Pauillac (France)

EDUCATION AND TRAINING

03/09/2016–Present

Third years of administration management degree

High school Odilon Redon, Pauillac (France)

09/2014–06/2015

Vocational high school

Odilon Redon, Pauillac (France)

Administration management

09/2010–06/2014

Secondary school

Pierre de Belleyme, Pauillac (France)

Secondary school diplome

PERSONAL SKILLS

Mother tongue(s) French

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B2	A2	A2

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	Brevet des collèges				
Spanish	A2	A2	A2	A1	A2

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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