Curriculum vitae

## PERSONAL INFORMATION


Anonymous

15 rue Vieille École, 33250 SAINT JULIEN BEYCHEVELLE

.....@gmail.com


## PERSONAL STATEMENT

Recherche de stage en entreprise dans le secteur administratif

## WORK EXPERIENCE

12/2014–12/2014

### Administrative associate professional

Aquiloc
18 Zone d'Activités, 33112 Saint Laurent Médoc (France)

-répondre au téléphone

-accueillir des clients

-archiver

-saisir des courriers

Business or sector Location de matériel

06/2015–07/2015

### Administrative associate professional

Bernardini
7 Bis Zone Artisanale, 33112 Saint Laurent Médoc (France)

-répondre au téléphone

-rédiger des courriers

-saisie de comptabilité

Business or sector Maçonnerie

11/2015–11/2015

### Administrative associate professional

Maison de la Promotion Sociale
12 rue Aristide Briand, 33250 Pauillac (France)

-répondre au téléphone

-rédiger des courriers

-accueillir des clients

Business or sector Administrative and support service activities

05/2016–07/2016

### Administrative associate professional

Ambulances Help
5 Zone d'Activités, 33112 Saint Laurent Médoc (France)

-saisie des factures

-rédiger des courriers

-archiver

Business or sector Administrative and support service activities

## PERSONAL SKILLS

Mother tongue(s) French



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Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---|---|---|---|---|---|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | A2 | A2 | A2 | A2 | A2 |
| Spanish | A2 | A2 | A2 | A2 | 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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