

Angelise Belcher

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1325 N. western Ave,

Los Angeles, CA. 90027

Career Objective	I am a fresh high school graduate ready to enhance my developed skills and keen to learning new techniques. I believe that the secret of success is to work in a friendly but formal environment.
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Professional Qualification	High school diploma Los Angeles CA -2016
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High School Education	San pedro High School	Los Angeles, CA - 2012 - 2016
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Major Subjects	<ul style="list-style-type: none">• English• Statistics• Economics• Social Science• Geography• History
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Key Skills	<ul style="list-style-type: none">• Keeping records of everyday email and other business correspondence• Appointments setter• Ability to use PCs and MAC systems• Knowledge of Microsoft Office application• Time Management• Excellent in Grammar and Spellings• Savy with social media
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Interests and Hobbies	<ul style="list-style-type: none">• Reading• Poetry• Book club
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