

Angelise Belcher

Phone: 562-212-9749

Email:

angelisebelcher@gmail.com

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.

Professional Qualification

High school diploma
Los Angeles CA -2016

High School Education

San pedro High School

Los Angeles, CA - 2012 - 2016

Major Subjects

- English
- Statistics
- Economics
- Social Science
- Geography
- History

Key Skills

- 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
- Savvy with social media

Interests and Hobbies

- Reading
- Poetry
- Book club