

# SENA ALTUNTAS

## Student

I have progressed in my administrative life and have always been **punctual**. Taking on **new challenges** is something I enjoy and so I always grab my chance. I am eager to **achieve my goals** and I **never give up**.

## PERSONAL INFORMATION

|                                                                                              |                                            |                                                                                                     |                           |
|----------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------|
|  Surname:     | Altuntas                                   |  Country of birth: | The Netherlands           |
| Name:                                                                                        | Sena                                       |  Date of birth:    | 6 August 2003             |
| Sex:                                                                                         | Female                                     |  Marital status:   | Single                    |
|  Address:     | 127 Steenweg op Oosthoven<br>2300 TURNHOUT |  Telephone number: | +32 471 08 81 70          |
|  Nationality: | Dutch                                      |  E-mail address:   | sena_altuntas@hotmail.com |
|                                                                                              |                                            |  Driving licence:  | Category B                |

## STUDENT JOBS & EXPERIENCE

- **Administrative assistant, Candy Factory Turnhout**  
September 2022 - June 2023 (internship).  
★ Social media, accounting, administration and more.
- **Restaurant employee, Furo Geel**  
August 2021 - June 2022.  
★ Kitchen assistant and sometimes waitress.
- **Administrative assistant, ACV Turnhout**  
September 2020 - June 2022 (internship).  
★ Working with Office 365 package, administration, reception and more.
- **Shop assistant non-food, Action Turnhout**  
June 2020 - August 2022.  
★ Cashier, shelving goods, helping customers and much more.

## HOBBIES

I engage in activities like reading, cooking, listening to music, and gratitude journaling. In my gratitude journal, I answer three questions every morning and evening. This practice helps me start the day with clear motivation and allows me to reflect on my experiences at the end of the day. It brings me joy and keeps me thinking positively throughout the day.

## EDUCATION

- **Applied Computer Science**  
2023 - present. Thomas More Geel.  
★ Programming, web design, data essentials, ...
- **Business Support**  
2022 - 2023. Sint Maria Geel.  
Administration, teamwork, customer orientation,  
★ E-commerce environment, ERP software, ...
- **Office and Logistical Assistant**  
2021 - 2022. Sint Maria Geel.  
★ Administration, accountancy, logistics, ...

## SKILLS & PERSONALITY

- |              |                        |
|--------------|------------------------|
| • Office 365 | <div><div></div></div> |
| • Patient    | <div><div></div></div> |
| • Flexible   | <div><div></div></div> |
| • HTML       | <div><div></div></div> |

## LANGUAGES

- |           |                        |
|-----------|------------------------|
| • Turkish | <div><div></div></div> |
| • Dutch   | <div><div></div></div> |
| • English | <div><div></div></div> |
| • French  | <div><div></div></div> |

## PORTFOLIO

