

Complete the CV (curriculum vitae) with these headings.

Address    Date of birth    Education    Home telephone    Interests  
References    Skills    Work experience

## Curriculum Vitae

Aldo Peterson

Nationality    Swiss and British  
1 .....    17 September, 1987  
2 .....    Flat 3A, 85 Cadogan  
              Gardens, London SW1  
Email            a\_peterson@swisstel.com  
3 .....        0207 685 74653  
Mobile          07759 856 746



4 .....  
2008–2009        MA in Events Management, London College of  
                      Catering and Hotel Management  
2005–2008        BSc in Geography and Economics, London University  
5 .....  
2011–present     Assistant manager: Managed a medium-sized hotel,  
                      supervised staff, assisted the general manager in all  
                      areas of hotel activities  
2009–2011        Hotel receptionist: Received international guests,  
                      collaborated as team member, translated hotel  
                      correspondence in French, German and English.  
Summer 2010     Camp counsellor on summer camp in USA:  
                      Co-ordinated groups of teenagers and planned events.

6 .....  
Languages: English and German (bilingual), French (fluent)  
Computing: Word, Excel, web design

7 .....  
Captain of local hockey team, most winter sports, theatre

8 .....  
Dr Miles Keeping, Dept of Hotel Management, 15 Gower Street, London  
Alessandra Delfs, Mattenstrasse 7, Reinach, 4153, Switzerland

Replace the words in italics with these action verbs to make them suitable for a CV

advised ~~assisted~~ designed planned and organised represented supervised

- 1 I often had to help the manager with office duties.  
*Assisted the manager with office duties.*
- 2 As a student counsellor, one of my roles was to talk to students and help students on future career paths.
- 3 Because I'd made some websites at home, I was put in charge of making a new website for the company.
- 4 The company had lots of staff who travelled so had to book plane tickets and hotels – anything to do with travel arrangements.
- 5 The company did lots of trade fairs so sometimes I had to be there for the company at trade fair events.
- 6 I was never officially the team leader but my job included managing a team of four.