

Business English

język angielski biznesowy

kieszonkowy
poradnik
biznesowo-
językowy



8 PROFESSIONAL CVS

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Business English 8 Professional CVs

Dear Readers,

Welcome to another part of BEM's series of language guides! In this issue we are going to show you 8 sample CVs to help you in your job hunts. We will also provide you with examples of CV-specific structures that may come in useful when creating one on your own. We have taken into consideration career profiles from a number of hot professional fields, including: technology, finance, banking, education and IT. Whatever your profession, we hope they will prove useful not only when looking for a job!

guide – przewodnik

sample – próbka, przykład

job hunt – poszukiwanie pracy

to provide sb with sth – dostarczyć, zapewnić komuś coś

to come in/prove useful – okazać się użytecznym, być przydatnym

to take sth into consideration – brać coś pod uwagę

hot – tu: modny

IT (information technology) – informatyka, technika informacyjna

Kieszonkowy poradnik biznesowo-językowy

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ZDJĘCIE NA OKŁADCE: VGSTUDIO

CV/Resume Example: Office Manager Post

Structure:

- **Name, Address, Contact Info.**
 - **Short, concise personal/career profile:** state where you work at the moment or where you worked last, highlight your strongest points.
 - **Objective:** state your current employment goal.
 - **Education:** list your titles/degrees, where you got them and when.
 - **Awards, Merits, Certificates:** list your achievements, where you got them and when.
 - **Skills:** provide bullet-pointed list containing only the most relevant skills, avoid psychobabble. If relevant, add technical or computer skills below.
 - **Work History:** reverse chronological order (start with the latest). Start with the company's name, followed by your job title/post and employment date(s), briefly list your responsibilities at the post below.
 - **Interests, Hobbies, Languages:** depending on the objective, list only the most suitable or noteworthy items.
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Peter Nowak
43 Grafton Way, London
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E-mail: pete21@yahoo.com

Profile:

I am currently working as ERP Manager. I have 10 years of professional experience in Office Management, Human Resources and Administration.

Objective:

As an Office Manager I would like to coordinate and control all the daily activities at the office providing effective and professional service for customers and employees in order to help the organization achieve its goals.

Education:

- Bachelor of Commerce, London School of Commerce, 1998

Professional Certifications:

- Certificate in Risk Management, London Institute of Bank Risk Management, 2000

Skills:

- Accurate typing speed of 80 wpm
- Excellent command of English, spoken and written
- Capable of working under pressure and meeting deadlines as scheduled
- Capable of taking care of customer service activities as well as front office management

Computer Skills:

- MS Office expertise
- Experience in ERP environment

Work History:

Standard Chartered – ERP Manager (Jan 2009 – to date)

Responsibilities:

I organize tasks and meetings of clients and staff. Responsible for the maintenance of daily office operations and the central calendar which would be referred to by the Board of Directors. Due to my previous experience in HR, I also take part in invoice checking, enrollment process and analysing feedback from employees regarding changes in the organization. I am also in charge of office security issues and make sure that security standards are maintained.

Standard Chartered – Senior Associate (Mar 2007 – Jan 2009)

Responsibilities: During my time as an Assistant Office Manager, I took care of all the day-to-day workings of the organization. I was also responsible for responding to customer queries. I assisted the Office Manager in all the daily activities. I also coordinated with the training department to ensure high training standards for employees.

Lloyds Banking Group – Associate (Apr 2003 – Mar 2007)

Responsibilities: I was responsible for communicating with customers and providing technical support. I gained experience in databases and handled maintenance of employee records for the whole organization. I also took active part in solving problems at the workplace and other employee-related issues. I was responsible for making travel arrangements as required by clients.

HSBC – Customer Executive (Mar 2000 – Apr 2003)

Responsibilities: As a Customer Assistant I took part in all activities in the organization. I was responsible for providing the customers with technical support. My other duties included maintaining and updating the record of monthly reports which was used by Office Managers.

Interests:

Reading adventure books, swimming

Languages:

English, Polish, Spanish