

Curriculum Vitae

Personal information

Surname / first name: PETERSONS Anna



Desired employment: Senior Audio Maintenance Technician

Work experience

Date: September 2006 – present day

Occupation or position held: Audio Maintenance Technician

Main activities and responsibilities: Maintain digital audio equipment, make recordings, do troubleshooting and repairs, buy new equipment

Name and address of employer: Omega Studios, Riga, Latvia

Type of business or sector: electronics, entertainment, media

Work experience

Dates: 2003 – 2005

Occupation or position held: Technician

Main activities and responsibilities: Repair video and DVD equipment

Name and address of employer: Comet electronics, Riga, Latvia

Type of business or sector: Electronics

Education and training

Dates: 2005 - 2006

Title of qualification awarded: Diploma in Audio Technology

Principal subjects/occupational skills covered: Audio electronics, studio equipment, digital audio technology, editing and acoustics

Name and type of organization providing education and training:

Thames Valley University, London, UK

Analyzing a CV

Read this section of a CV and answer the questions below :

- What is Anna's surname?
- What job does she want to have?
- Where does Anna work now?
- What is her job description?
- Where did she work in 2004?
- What were her responsibilities then?
- What qualification does Anna have?
- Where did she study?



Analyzing a CV Document n°1



Finding an advert for a job

Find an advert for a job relevant to Anna's career plans, qualifications and work experience.

Wanted

Experiences electronics Engineer at Summit Elektronika
Main Duties: Responsible for a digital audio studio upgrading project.
You will supervise a team of senior and junior audio technicians and maintenance staff.
Qualifications Required: a degree in electronics or audio technology
Experience Required: At least five years' experience of audio project management

Send your CV to: Summit Elektronika, PO Box 22, Berlin 10117

Wanted

Experienced Audio Technician at Tower Recording Studios

Main Duties: Maintain and repair digital audio equipment, calculate cost of purchasing new equipment, when required, install new equipment;

Qualifications Required: a diploma in audio technology or electronics

Experience required: At least two years' experience of audio repair and maintenance

Send your CV to: Tower Music Ltd, PO Box 302, London WC1 2AA

WANTED

EXPERIENCED AUDIO-VISUAL TECHNICIAN AT BOND FILM STUDIOS

MAIN DUTIES: MAINTAIN AND REPAIR FILM CAMERAS AND AUDIO-VISUAL EQUIPMENT, PURCHASE AND INSTALL NEW EQUIPMENT

QUALIFICATIONS REQUIRED: A TECHNICIAN'S DIPLOMA IN FILM TECHNOLOGY

EXPERIENCE REQUIRED: AT LEAST TWO YEARS' EXPERIENCE OF WORKING IN A FILM STUDIO

SEND YOUR CV TO: BOND STUDIOS, PO BOX 811, GLASGOW G2 5NP

Fill the gaps

From 2003 until 2005, I _____ at Comet electronics as a technician. I _____ Comet in 2005 and _____ a fulltime student at Thames Valley University in September 2005. from 2005 to 2006, I _____ audio electronics at Thames Valley. In 2006, I _____ my Diploma in Audio Technology. Then in September 2006, I _____ work as an audio maintenance technician at Omega Studios.