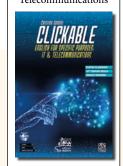






Cristina Oddone CLICKABLE

English for Specific Purposes: IT & Telecommunications



Writing a CV

ACTIVITIES

- Read the CV and match each section with the corresponding label (A-E).
 - A Interests
 - B Work experience
 - C Education and training
 - D Annexes
 - E Skills
 - F Personal information
- 1 James Pearce 139, Bradbury Street London AB14 United Kingdom +44 1777 3456723 jamespearce@gmail.com www.jamespearcepage.com
- 2 June 2019- present
 - IT Engineer, Williams spa, London
 - handling IT and desk service issues
 - installing complex hardware and software
 - maintenance of operating systems
 - responsible for web service administration

May 2015 - June 2019

IT Systems Engineer, Clarke and Phillips, London

- systems analysis and design
- project management of access control
- ensuring time and attendance systems
- software engineering

January 2012 - May 2015

Technical support specialist, B. & S. Reading

- checking client reports about services
- support to the clients
- latest offer promotion
- marketing latest modems
- 3 September 2007 June 2012 Bachelor of Technology London University, London September 2002 – June 2007 A-Levels

Awarding Body, London Mathematics – Grade A Physics – Grade B

Information Technology – Grade A General Certificate of Secondary Education (GCSE) Awarding Body, London

- 4 Troubleshooting computer hardware related issues Interaction in computer forums and online services to assist people in troubleshooting Specific software packages
- 5 Excellent verbal and written communication skills both in the office and with external stakeholders Good interaction manners Excellent orgnisational and prioritisation skills
- 6 Reference skills passport.pdf ICT label holder example.pdf
- 2 Write your CV. Remember to be clear and concise, describe your education and training thoroughly especially if your work experience is limited, present your skills and competences. You can create your own or you can use the Europass European Standard Format if you prefer https://europass.cedefop.europa.eu/editors/en/cv/compose