

PART 1 GAP-FILLING CV

Complete the CV below with 8 given words.

ability
Advisor

complaints
American

Experience
Date of birth

Education
food

Curriculum Vitae

Jane Smith

Nationality	(1) <u>American</u>
(2) <u>Date of birth</u>	20 October, 1994
Address	Philadelphia, PA 19104, USA
E-mail	<u>jan smith@us.com</u>
Profile	Highly experienced and self-motivated customer service professional. Have exceptional communication skills and the (3) <u>ability</u> to build working relationships.
Mobile	098 250 9718
Professional (4) <u>Experience</u>	<p>2016-present: Executive Customer (5) <u>Advisor</u> at ASOS, London Responsible for providing exceptional customer care, meeting and exceeding KPIs. Handling customer requirements, (6) <u>complaints</u>, and questions. Managing customer details database.</p> <p>2013-2016: Catering Assistant at The London Catering Company, London Worked as a part of a team on (7) <u>food</u> preparation, delivery and clean up for cater events. Followed health and safety regulations and keep a clean and tidy workspace.</p>
(8) <u>Education</u>	<p>2010-2013: Bachelor's degree in Fashion and Business management. Kingston University</p> <p>2008-2013: BTEC Business Kingston College</p>

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Playing
Bachelor

maintenance
Experience

Answered
asking

Ordered
train

Eliot

+1 (970) 333-3833
anthony.elliott@gmail.com



(1) **Experience**

09/2015 to 05/2019

Store Manager

LUXURY CAR CENTER, New York

- Motivate and (2) **train** employees to meet service, sales, and repair goals.
- Create and modify employee schedules with service levels in mind.
- Recruit and hire top mechanics, service advisors.
- Maintain detailed logs and reports of services performed, profit, and budget information.

09/2014 to 09/2015

Store Manager

JAPAN CAR CENTER, New York

- Answered**
- (3) _____ customer questions and resolved service issues in a timely manner.
 - Diagnosed customer issues by (4) **asking** probing questions and write up repair orders.
 - (5) **Ordered** supplies and kept inventory at optimal levels.
 - Coordinated equipment repairs and (6) **maintenance**.

Highlights

- Results-oriented
- Business development
- Effective marketing
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education

(7) **Bachelor** of Science:
Automotive Technology - 2014
Technical Institute, NY

Hobbies

(8) **Playing** chess - great way to unwind, destress, and keep the mind sharp.

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Bachelor of Arts (BA)

Professor BA acted representative
fluent contacting Polish orders

Curriculum Vitae

Lena Wilson

Nationality	American and (1) <u>Polish</u> - <u>Ba lan</u> - <u>Poland</u>
Date of birth	August 20, 1999
Address	4609 Union Bay PI NE, Seattle, WA 98105
E-mail	lenawilson1999@gmail.com
Home telephone	888 756 2032
Mobile	14859710559
Education	2017-2021: (2) <u>BA</u> in Economics, University of Washington <u>representative</u>
Work experience	Current position: Sales (3) _____ at JMG Company, making monthly plans on sales strategy and (4) <u>contacting</u> potential partners 2018-2020: Part-time staff member at KFC, took (5) <u>orders</u> and prepared food
Skills	Languages: (6) <u>fluent</u> English and Polish Computing: Word, Excel, PowerPoint
Interests	Member of badminton team, did some other sports (soccer and volleyball) and (7) <u>acted</u> in some plays at high school and university
Reference	(8) <u>Professor</u> Kimmy Park, Dept. of Economics, University of Washington, 305 Savery Hall, Seattle, WA 98195-3330

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Master of Arts – MA

Reference	Architect	Play	prepared
Computing	current	MA	Nationality

Curriculum Vitae

Josh Jones

(1) <u>Nationality</u>	British
Date of birth	November 19, 1989
Address	Flat 3A, 68 Home Garden, London
E-mail	joshjones89@gmail.com
Home telephone	None
Mobile	07759 865 746
Education	2012-2014: (2) <u>MA</u> in Architecture, Americana University 2008-2011: BA in Architecture, London University
Work experience	Current position: Principal (3) <u>Architect</u> at BGL Company, creating graphical images and attending local and international industry events to keep up with (4) <u>current</u> trends 2013-2016: Architect at Innovation Company, (5) <u>prepared</u> contract documents for the building contractors and contributed design ideas to firm and participated in collaborations between staff
Skills	(6) <u>Computing</u> : MS Office and AutoCaD software
Interests	(7) <u>Play</u> some sports such as skiing and snowboarding
(8) <u>Reference</u>	Ellen Roberts, Founder of Happy Homes, 17 Cadogan Street, London

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Awarded	Date of birth	University	total
Home telephone	British	Assistant	Work experience

Curriculum Vitae

Katy Beasley

Nationality	American and (1) <u>British</u>
(2) <u>Date of birth</u>	20 October, 1994
Address	Philadelphia, PA 19104, USA
E-mail	<u>katy_2@swiss.com</u>
(3) <u>Home telephone</u>	0263 364 374
Mobile	098 250 9718
Education	<p>2000-2008: (4) <u>University</u> of Chicago, IL, PhD in Comparative Literature The Department of Modern Languages Thesis title: An analysis of The Traits of Female Queer Culture in Search of Lost Time.</p> <p>1999-2000: City University of New York, New York, NY, MA in English The Department of English (5) <u>Awarded</u> "Best Thesis in Modern English"</p>
(6) <u>Work experience</u>	<p>2014-present: Douglas-Kelly Professor of English University of Pennsylvania, Philadelphia, PA Taught a (7) <u>total</u> of 18 undergraduate and 9 postgraduate courses</p> <p>2008- 2013: Professor (8) <u>Assistant</u> of English University of Chicago, Chicago, IL Assisted in developing and executing core curriculum requirements for over 20 under-and postgraduate courses. Supervised 16 BA theses and 6 MA theses.</p>

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Professor Business played BA
French attended England making

Bachelor of Arts (BA)

Curriculum Vitae

Olivia Lewsley

Nationality	British
Date of birth	April 20, 1986
Address	404 Hagood Street, Birmingham, AL35214, (1) <u>England</u>
E-mail	olivialew0420@gmail.com
Home telephone	0121 638 0026
Mobile	0044 121 638 0026
Education	2005-2008: (2) <u>BA</u> in Economics, University of Birmingham
Work experience	2012-Present: (3) <u>Business</u> consultant at WMO Corp., analyzing clients' data and (4) <u>making</u> business plans 2009-2011: Sales executive at Jade InterContinental Company, reviewed sales performance and (5) <u>attended</u> national and international business meetings
Skills	Languages: English and (6) <u>French</u> Computing: MS Word, Excel and PowerPoint
Interests	Members of piano club at university, (7) <u>played</u> some other musical instruments (guitar and flute) and acted in student theater productions
Reference	(8) <u>Professor</u> George O'Sullivan, Dept. of Economics, University of Birmingham

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Education	Training courses	Computing Skills	Work experience
Vietnamese	professional	Certificate	Manager

Curriculum Vitae

PERSONAL INFORMATION

Full name Nguyen Minh Thanh
Sex Male
Date of birth 06/02/1969
Nationality (1) **Vietnamese**
Cell phone 0912345678
E-mail nguyen007@yahoo.com
Address 123 ABC Street, District 12, Ho Chi Minh City

OBJECTIVES

- To become a (2) **professional** financier.
- To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis

(3) **Education**

1985-1989 BBA - HCMC University of Economics
1998-2001 BA in English - HCMC University of Social Sciences and Humanities of HCMC

PROFESSIONAL QUALIFICATIONS:

2001 ISO Internal Audit Certificate
2002 Chief Accountant (4) **Certificate** - Ministry of Finance of Vietnam

(5) **Training courses**

Team building, Solving problem, Time management, Project management, Leadership.

(6) **Work experience**

02/2007 to now Finance Manager, AAA Vietnam Company Ltd., HCMC,
Main business: Mechanical Seals
03/1997 to 01/2007 Finance and Accounting (7) **Manager**, A&C Company
Main business: Fertilizer and pesticide
07/1989 – 02/1997 General Accountant, Novo Ltd., HCMC
Main business: Electronic products and components

LANGUAGES

(8) **Computing Skills** MS Office, Accounting software: SAP, Sun System, Navision

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Manager	Arts	did	Trainer
Computing	educating	Nationality	designed

Curriculum Vitae

Brandon Victor

(1) <u>Nationality</u>	American
Date of birth	November 18, 1997
Address	1044 North Avenue, Chicago, Illinois, United States
E-mail	bvictor@hotmail.com
Home telephone	None
Mobile	202 555 0210
Education	2017-2021: Bachelor of (2) <u>Arts</u> in Exercise Science, San Jose State University
Work experience	Current position: (3) <u>Trainer</u> at Fast & Fit Center, motivating and (4) <u>educating</u> learners on healthy eating habits and lifestyles 2017-2018: Yoga instructor at MK Yoga, taught flow and movements in yoga and (5) <u>designed</u> different yoga courses
Skills	(6) <u>Computing</u> MS PowerPoint and Adobe Photoshop
Interests	Member of gymnastics club, (7) <u>did</u> some other sports (badminton and tennis) at university
Reference	Jonathan Watters, (8) <u>Manager</u> at MK Yoga, 1056 South Avenue, Chicago, Illinois, US

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Reference

Engineer

Awards

Bachelor of Science

fluent

being

Street

managing

Curriculum Vitae

Peterson Smith

Nationality	American and Spanish
Date of birth	March 23, 1996
Address	17 Chilton (1) <u>street</u> , Cambridge, MA 02138, USA
E-mail	petersonsmith@us.hotmail.com
Home telephone	161 781 2189
Mobile	555 555 0555
Education	2014-2018: (2) <u>Bachelor of Science</u> in Computer Science, Massachusetts Institute of Technology, Cambridge, MA, USA
Work experience	2017-Present: Part-time IT (3) <u>Engineer</u> at BENN Technologies Inc., resolving malware issues and (4) <u>managing</u> Linux servers 2015-Present: Part-time IT staff at HBM Bank, (5) <u>being</u> responsible for different functions of user accounts and signing on new clients
Skills	Languages: (6) <u>fluent</u> English and Spanish Computing: coding and programing, cloud computing, APIs
(7) <u>Awards</u>	2021: Employee of the Year, BENN Technologies Inc. 2020: Employee of the Year, HBM Bank
(8) <u>Reference</u>	Professor Demetria Moore, Department of Computer Science, Massachusetts Institute of Technology, Cambridge, MA, USA

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Reference
software

Economics
Work experience

play
Master

manager
District

Curriculum Vitae

Lien Thao Nguyen

Gender	Female
Date of birth	December 10, 1967
Address	180/1145, Pham Van Bach Street, Ward 15, (1) <u>District</u> 11, Ho Chi Minh City
E-mail	lienthaonguyen1067@gmail.com
Home telephone	(028) 3576 6543
Mobile	097 198 9622
Education	2005-2007: (2) <u>Master</u> of Business Administration, France Vietnamese Centre for Management Education, Ho Chi Minh City 1985-1989: BA in (3) <u>Economics</u> , Ho Chi Minh City Open University
(4) <u>Word experience</u>	Current position: Finance (5) <u>manager</u> at AIA Vietnam Company Ltd., HCMC, analyzing the company revenue and controlling the company expenditure
Skills	Language: English Computing: MS Office and Accounting (6) <u>software</u>
Interests	Read books and (7) <u>play</u> badminton
(8) <u>Reference</u>	Mr. Hoang Khoi Dang, Department of Accounting, MGI Company

PART I: GAP-FILLING *ĐỀ 2*

Complete the CV below with 8 given words.

ability
Advisor\

complaints\
American\

Experience
Date of birth\

Education\
food\
ability

Curriculum Vitae

Jane Smith

Nationality	(1) American American
(2) Date of birth	20 October, 1994 Date of birth
Address	Philadelphia, PA 19104, USA
E-mail	<u>jan smith@us.com</u>
Profile	Highly experienced and self-motivated customer service professional. Have exceptional communication skills and the (3) complaints ability to build working relationships.
Mobile	098 250 9718 Advisor
Professional (4) Experience Experience	2016-present: Executive Customer (5) Advisor at ASOS, London Responsible for providing exceptional customer care, meeting and exceeding KPIs. Handling customer requirements, (6) complaints complaints and questions. Managing customer details database. 2013-2016: Catering Assistant at The London Catering Company, London Worked as a part of a team on (7) food food preparation, delivery and clean up for <u>cater</u> events. <i>liên quan tới ẩm thực</i> Followed health and safety regulations and keep a clean and tidy workspace.
(8) Education Education	2010-2013: Bachelor's degree in Fashion and Business management. Kingston University 2008-2013: BTEC Business Kingston College

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Education	Training courses	Computing Skills	Work experience
Vietnamese	professional	Certificate	Manager

Curriculum Vitae

PERSONAL INFORMATION

Full name	Nguyen Minh Thanh
Sex	Male
Date of birth	06/02/1969
Nationality	(1) <u>Vietnamese</u> / Vietnamese
Cell phone	0912345678
E-mail	nguyen007@yahoo.com
Address	123 ABC Street, District 12, Ho Chi Minh City

OBJECTIVES

- To become a (2) professional financier.
- To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis

Education

(3) Education
1985-1989
1998-2001

BBA - HCMC University of Economics
BA in English - HCMC University of Social Sciences and

Humanities of HCMC

PROFESSIONAL QUALIFICATIONS:

2001 ISO Internal Audit Certificate
2002 Chief Accountant (4) Manager - Ministry of Finance of Vietnam
Certificate

2002

(5) 0

(5) Computing Skills Training Courses

Training courses

(6) Work experience /
02/2007 to now

03/1997 to 01/2007

07/1989 - 02/1997

LANGUAGES

(8) Training courses
Computing skills.

Finance Manager, AAA Vietnam Company Ltd., HCMC.
Main business: Mechanical Seals **Manager**

Finance and Accounting (7) Manager, A&C Company
Main business: Fertilizer and pesticide

General Accountant, Novo Ltd., HCMC

Main business: Electronic products and components

English / French/ Chinese,

MS Office, Accounting software: SAP, Sun System, Navision

Computing skills

PART I: GAP-FILLING

Complete the CV below with 8 given words. *Do 3*

Playing
Bachelor

maintenance
Experience

Answered
asking

Ordered
train

Eliot

+1 (970) 333-3833

anthony.eliot@gmail.com



(1) Experience

Experience

09/2015 to 05/2019

Store Manager

LUXURY CAR CENTER, New York **train**

- Motivate and (2) train employees to meet service, sales, and repair goals.
- Create and modify employee schedules with service levels in mind.
- Recruit and hire top mechanics, service advisors.
- Maintain detailed logs and reports of services performed, profit, and budget information.

09/2014 to 09/2015

Store Manager

JAPAN CAR CENTER, New York

- Answered** • (3) Answered customer questions and resolved service issues in a timely manner. **asking**
- Ordered** • (5) Ordered supplies and kept inventory at optimal levels.
- maintenance** • (6) maintenance
- Coordinated equipment repairs and

Highlights

- Results-oriented
- Business development
- Effective marketing
- Ability to motivate staff and maintain good relations
- Resistance to stress
- Good manners

Education **Bachelor**

(7) Bachelor of Science:
Automotive Technology - 2014
Technical Institute, NY

Hobbies **Playing**

(8) Playing chess - great way to unwind, destress, and keep the mind sharp.

PART I: GAP-FILLING

Complete the CV below with 8 given words.

Đề 4.

Professor Business \ played \ BA \
French \ attended England \ making \

Curriculum Vitae

Olivia Lewsley

Nationality	British
Date of birth	April 20, 1986 England
Address	404 Hagood Street, Birmingham, AL35214, (1) French England /
E-mail	olivialew0420@gmail.com
Home telephone	0121 638 0026
Mobile	0044 121 638 0026 BA
Education	2005-2008: (2) BA Business in Economics, University of Birmingham
Work experience	2012-Present: (3) business consultant at WMO Corp., analyzing clients' data and (4) making business plans making 2009-2011: Sales executive at Jade InterContinental Company, reviewed sales performance and (5) attended attended national and international business meetings
Skills	Languages: English and (6) French French Computing: MS Word, Excel and PowerPoint played
Interests	Members of piano club at university, (7) played some other musical instruments (guitar and flute) and acted in student theater productions
Reference	(8) professor Professor George O'Sullivan, Dept. of Economics, University of Birmingham

CÂU 1 : ĐIỀN VÀO CV:

Cấu trúc:

Gender(Giới tính): male(nam), female(nữ)

Date of birth(Ngày sinh:)

Address(Địa chỉ): No. 12 Nguyen Van Bao Street, Ward 04, Go Vap District, Ho Chi Minh City.

E-mail

Home telephone(Điện thoại nhà):

Mobile(Điện thoại di động):

Education(Giáo dục):

- 2010-2014: Ph.D. in Chemistry at the University of Adelaide
- 2006-2008: MSc in Chemistry Engineering , Quy Nhon University(
- 2010-2014:Bằng tiến sĩ. ngành Hóa học tại Đại học Adelaide
- 2006-2008: Thạc sĩ Kỹ thuật Hóa học, Đại học Quy Nhon)

Work experience(Kinh nghiệm làm việc):

Current position: Lecturer at Industrial University of Ho Chi Minh City, teaching Chemistry majors and supervising graduate students.(Chức vụ hiện tại: Giảng viên Trường Đại học Công nghiệp Thành phố Hồ Chí Minh, giảng dạy chuyên ngành Hóa học và hướng dẫn nghiên cứu sinh.)

2003-2010: Lecturer at Binh Dinh College, teaching Chemistry majors.(Giảng viên Trường Cao đẳng Bình Định, giảng dạy chuyên ngành Hóa học.)

- **B.A. – Bachelor of Arts (Cử nhân Nghệ thuật)**
- **Thạc sĩ khoa học xã hội (Master of Arts – MA)**

Skills(Kỹ năng): Languages: English and Chinese

Computing : Word, Excel, PowerPoint

Award(phần thưởng): Dean's Commendations for Doctoral Thesis Excellence Doctor Andrew Hughes, Dept. of Chemistry, La Trobe University, Australia

Reference(Thẩm quyền giải quyết): Doctor Andrew Hughes, Dept. of Chemistry, La Trobe University, Australia