

SAMPLE CV

Personal Details

Name and surnames Maria Gomez
Date of birth 3 February 1981
Place of birth Vic (Barcelona), Spain
Nationality Spanish
Marital status Single
Address 667 Calle Clara, Barcelona 70098
Passport No.00099999999
Telephone (34) 93 67 45 22
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Objective

I am a sincere, honest and cheerful person. I like to be self-sufficient and make good use of common sense. I'm adaptable to almost any situation and any job. I am hard working and enjoy taking on new challenges. I particularly like jobs that require helping people, as I am a good communicator. Furthermore, I can work well independently or within a team.

Education

- September 2003– June 2005 School of Hospitality and Tourism, Bilbao Diploma Work Experience
- September 2004 – September 2005 Temporary informant of Universal Forum of Cultures – Barcelona 2004. Working in the Forum Bus or in stands giving information and asking people's questions about this event. Attending Catalan, Spanish, English and deaf people. (Contracted by Airun).
- July 2006 – August 2007 Part time waitress (Jazzrockcafe, Barcelona)

Skills and Qualities

Languages

- Catalan: spoken, written and reading excellent knowledge (mother tongue).
- Spanish: spoken, written and reading excellent knowledge.
- English: basic spoken, written and reading working knowledge.

Computing

- 95, 98, 2000 and XP Windows versions: working knowledge.
- Microsoft Office 2000: working knowledge.
- Internet Explorer: working knowledge.
- GAM typewriting certificate (1995). 210 CPM.

B driving licence.

Interests

Reading, Music, Art, Running, Photography

Referees

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