EUROPEAN CURRICULUM VITAE FORMAT

PERSONAL INFORMATION

Nationality	Latvian

WORK EXPERIENCE

• Dates (from – to)	04.2011 – 06.2011
• Name and address of employer	Scotland – Guest house, housekeeper
• Dates (from – to)	07.2010 – 11.2010
• Name and address of employer	Liverpool - Food factories (packer), Mailing Service (production operator)
• Dates (from – to)	1995 – 07.2010
• Name and address of employer	Riga Managers School
• Type of business or sector	Education and consulting
• Occupation or position held	database administrator
• Main activities and responsibilities	Work with Access data bases
• Dates (from – to)	1982 - 1995
• Name and address of employer	Latvian State Institute for Communications
• Type of business or sector	Developing quasi-electronic switching system
• Occupation or position held	programmer
• Main activities and responsibilities	Working out connections tools programs
• Dates (from – to)	1976 - 1982
• Name and address of employer	Ministry of Food Industry
• Type of business or sector	Computation centre
• Occupation or position held	operator
• Main activities and responsibilities	Preparing of data for processing on ESM

EDUCATION AND TRAINING

• Dates (from – to)	1977-1983
• Name and type of organization providing education and training	Riga Technical University, Faculty of Automation and Computer Engineering
• Principal subjects/occupational skills covered	specialty: automatics and telemechanics

• Title of qualification awarded	
• Dates (from – to)	1966 - 1976
• Name and type of organization providing education and training	21. Grammar school
• Principal subjects/occupational skills covered	secondary-level education
• Dates (from – to)	1994
• Name and type of organization providing education and training	LVSI
• Principal subjects/occupational skills covered	English language courses

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE	**Russian**
OTHER LANGUAGES	
	Latvian
• Reading skills	good
• Writing skills	good
• Verbal skills	good
	English
• Reading skills	good
• Writing skills	good
• Verbal skills	intermediate
SOCIAL SKILLS AND COMPETENCES	Experience of living and working in multinational teams, negotiation and team building skills
TECHNICAL SKILLS AND COMPETENCES.	MS Office, Internet, Access, FrontPage, CorelDraw, Photoshop , Adobe Acrobat , HTML, Visual Basic