



## Підсумкове практичне завдання

Підсумкове практичне завдання полягає у написанні власного CV

### *Curriculum Vitae (CV)*

**Study the following schemes of CV.**

#### Scheme 1.

First Name

Last Name

Objective

Use a specific job title here, or write a brief, simple phrase describing the type of work you are seeking.

Summary

Summarize your background and most valuable attributes.

Using concrete examples, explain to potential employers precisely what you will be able to do for them.

Describe your unique gifts and strengths. Write this section last, as it is often the most difficult to write.

Personal Data

Date of birth:

Age:

Place of birth:

Marital status;

Children, their ages Address:

Phone:

Home phone:

Fax,

E-mail:

Education

20XX-20XX Degree obtained, school name

Additional Education

20XX-20XX Degree obtained, school name

Job Experience

20XX-20XX Name of Company, Position

Using action words to maximize the impact, describe your current or most recent responsibilities.

Be concise; remove all unnecessary words & phrases. Include the specific results of your actions or decisions to demonstrate your contribution

Languages Knowledge

List languages, include mother language, and describe your level of knowledge.



## ПРОФЕСІЙНО-ОРІЄНТОВАНИЙ ПРАКТИКУМ ІНОЗЕМНОЮ МОВОЮ

### Computer & Technical Skills

List software applications, operating systems, and pertinent hardware information.

Include years of experience, or describe your level of knowledge.

### Licenses & Certificates

List licenses or certificates you hold that are pertinent to the job you are seeking.

Include the year you obtained each license or certificate.

### Interests & Activities

List only those interests and activities that you regularly participate in.

Use a specific job title here, or write a brief, simple phrase describing the type of work you are seeking.

### Scheme 2.

Name

Street Address City, State, Zip Code

Phone number

e-mail

### EDUCATION

School Name City, State

Degree or Coursework

Accomplishments YYYY

### EMPLOYMENT

Company NameCity, State

Supervisor Name

Position held YYYY to YYYY

Company NameCity, State

Supervisor Name

Position held YYYY to YYYY

Company NameCity, State

Supervisor Name

Position held YYYY to YYYY

### **Study the following example of CV.**

Kelly Long

Address: 912 Weary Street - San Diego, CA94I33

Home phone: 203.555.5555

Cellular phone: 203.777.777

Email: [qwerty@domen.net](mailto:qwerty@domen.net)



## ПРОФЕСІЙНО-ОРІЄНТОВАНИЙ ПРАКТИКУМ ІНОЗЕМНОЮ МОВОЮ

Position: Office Manager

Summary of Qualifications. An office manager with over 15 years' experience in Medical Office Operations within fast-paced environments. ability to lead and motivate employee. Familiar with all aspects of daily business operations including: Personnel, Human Resource Issues. HIPPA and OSHA Compliance. Contract Negotiations. Payroll. Federal Tax Preparation and numerous administrative functions.

Core Professional Strengths

- Team Bulging Policies & Procedures Problem-solving;
- HIPPA Officer;
- Workers Compensation;
- Employee Motivation;
- Claims Process Disability;
- Claims Staff Training &Development;
- Contract Negotiations Accounts;
- Payable & Receivable Quarterly;
- Tax Returns Medical Knowledge & Terminology Customer Service.

Professional Experience

CNB. Dallas. Co Office Manager 1994 - Present

Oversees daily medical office operations managing a staff of 12 employees. Responsibilities include Administrative. Billing. Personnel Issues. Human Resources Policies & Procedures, Payroll and Quarterly Tax preparation and submission.

- Responsible for negotiating, completing and submission of all contracts with all insurance companies.
- Maintains compliance in areas such as OSHA, HIPPA, Coding issues and updating Policies &procedures.
- Prepares and distributes Payroll in addition to Quarterly Payroll Tax preparation.
- Post all charges and payments for insurance companies including transmissions of all electronic claims to clearinghouse.
- Oversees Inventory and Purchases of Medical and Office Supplies.

Medical / OfficeAssistant 1989-1994

Assisted and performed numerous office procedures such as: Respiratory Therapy, Surgical Procedures, Physical Therapy. I.M. Injections. Cardiology Procedures and Urinalysis and Strop Cultures, Performed daily office functions such as; Insurance Verifications, Precertification and Referrals.

Computer Skills



**ПРОФЕСІЙНО-ОРІЄНТОВАНИЙ ПРАКТИКУМ ІНОЗЕМНОЮ МОВОЮ**

Physician Office Manager (POM), Quicken, QuickBooks, Lotus 123, Word Perfect. Excel, Access.

**Education**

Vermont University. Cats. Co

Currently pursuing Bachelor of Science. Business Administration - 78 Credits Completed.

**Professional Training & Skills**

OSHA Training, Medical Terminology, HIPPA Training, CPT/ICD 9 Beginner & Advanced.

**Write your own CV.**