

Complete these statements describing people's work experience. Use the positive action words in the VocabBooster. Some gaps have been filled for you.

VocabBooster

achieved ■ advised ■ analyse ■ assessed ■ budgeted ■ carried out ■ collected ■ conducted ■
coordinated ■ created ■ designed ■ developed ■ maintained ■ negotiated ■ promoted ■ researched

- 1 As a freelance web designer, I *designed* ¹ a range of online products from logos to complete websites, and carefully ² each project in advance to ensure the costs were transparent for the client.
- 2 In my role as our college's media centre administrator, I ³ the existing database, ⁴ the service among students using mailings, and *developed* ⁵ a dedicated website.
- 3 For my final-year project, I ⁶ a survey of smartphone users' attitudes to mobile provider services. I *carried out* ⁷ interviews with over 100 people and ⁸ a substantial amount of data. In addition, I ⁹ a database to *analyse* ¹⁰ and interpret this material.
- 4 As assistant bar manager I *researched* ¹¹ the wholesale drinks market and successfully ¹² cost-saving contracts with new suppliers. In this way I ¹³ a 24 per cent reduction in our purchasing costs.
- 5 As a private tutor in the field of mathematics, I *assessed* ¹⁴ pupils' learning needs and planned lessons that would target their particular problems. I also reliably ¹⁵ appointments and ¹⁶ parents on their child's progress.