

Skills & Related Action Words

Administrative	Clerical	Communication	Counseling
administered coordinated designed established evaluated interviewed managed organized planned oversaw	arranged catalogued compiled dispatched monitored operated prepared processed recorded screened	addressed authored corresponded directed drafted edited influenced interpreted lectured motivated	assessed assisted clarified coached educated familiarized guided referred
Creative	Development	Financial	Management
acted created fashioned illustrated integrated invented performed shaped	analyzed applied developed established formulated instituted supported surveyed	allocated analyzed appraised audited balanced budgeted calculated computed forecasted	assigned chaired delegated directed improved supervised recommended reviewed scheduled
Organizational	Marketing	Problem Solving	Research
applied arranged coordinated facilitated handled consolidated planned organized systematized	generated initiated recruited implemented increased distributed participated persuaded promoted publicized	decided evaluated investigated recommended resolved solved surveyed clarified	critiqued examined identified inspected interpreted researched summarized surveyed
Technical	Time Management	Training	
assembled built devised developed engineered operated reconciled translated	administered developed directed generated improved initiated increased reduced	adapted advised assisted communicated explained facilitated informed instructed	