### Action Verbs

#### Administrative/Organizational Skills

- Arranged
- Classified
- Compiled
- Coordinated
- Edited
- Filed
- Monitored
- Ordered
- Organized
- Planned
- Prepared
- Processed
- Reorganized
- Restructured
- Scheduled
- Simplified
- Streamlined
- Systemized
- Updated
- Verified

#### Communication Skills

- Addressed
- Advertised
- Advocated
- Briefed
- Communicated
- Composed
- Consulted
- Corresponded
- Debated
- Informed
- Interacted
- Interpreted
- Interviewed
- Marketed
- Mediated
- Moderated
- Negotiated
- Persuaded
- Presented
- Proposed
- Publicized
- Published
- Represented
- Responded

#### Creative Skills

- Accentuated
- Conceived
- Created
- Displayed
- Enacted
- Enhanced
- Formed
- Formulated
- Founded
- Generated
- Illustrated
- Implemented
- Integrated
- Introduced
- Modified
- Transitioned

#### Data / Financial Skills

- Adjusted
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Decreased
- Estimated
- Forecasted
- Increased
- Maximized
- Minimized
- Projected
- Reconciled
- Reduced
- Revised
- Yielded

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**Contact Advising & Career Services**

<table>
<thead>
<tr>
<th>Office Locations</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Floor McMullen Hall</td>
<td>(406) 657-2240</td>
<td><a href="mailto:advising@msubillings.edu">advising@msubillings.edu</a></td>
</tr>
<tr>
<td>Library Room 100</td>
<td>(406) 657-2168</td>
<td><a href="mailto:careers@msubillings.edu">careers@msubillings.edu</a></td>
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</tbody>
</table>
## Action Verbs

### Management/Leadership Skills

<table>
<thead>
<tr>
<th>Administered</th>
<th>Developed</th>
<th>Handled</th>
<th>Merged</th>
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<tbody>
<tr>
<td>Approved</td>
<td>Directed</td>
<td>Improved</td>
<td>Oversaw</td>
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<tr>
<td>Assigned</td>
<td>Emphasized</td>
<td>Initiated</td>
<td>Prioritized</td>
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<td>Chaired</td>
<td>Established</td>
<td>Instituted</td>
<td>Produced</td>
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<td>Delegated</td>
<td>Executed</td>
<td>Launched</td>
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<tr>
<td>Determined</td>
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<td>Managed</td>
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### Teaching / Training Skills

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<thead>
<tr>
<th>Advised</th>
<th>Educated</th>
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<tbody>
<tr>
<td>Coached</td>
<td>Evaluated</td>
<td>Mentored</td>
<td>Taught</td>
</tr>
<tr>
<td>Critiqued</td>
<td>Familiarized</td>
<td>Motivated</td>
<td>Trained</td>
</tr>
<tr>
<td>Demonstrated</td>
<td>Fostered</td>
<td>Observed</td>
<td>Tutored</td>
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### Technical Skills

<table>
<thead>
<tr>
<th>Adapted</th>
<th>Converted</th>
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<tbody>
<tr>
<td>Applied</td>
<td>Designed</td>
<td>Overhauled</td>
<td>Serviced</td>
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<td>Assembled</td>
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### Research Skills

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<thead>
<tr>
<th>Compared</th>
<th>Hypothesized</th>
<th>Investigated</th>
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<tbody>
<tr>
<td>Discovered</td>
<td>Identified</td>
<td>Predicted</td>
<td>Summarized</td>
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<tr>
<td>Examined</td>
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<td>Researched</td>
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### Helping Skills

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<tr>
<th>Aided</th>
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<tbody>
<tr>
<td>Assessed</td>
<td>Encouraged</td>
<td>Participated</td>
<td>Supplied</td>
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<tr>
<td>Collaborated</td>
<td>Facilitated</td>
<td>Provided</td>
<td>Supported</td>
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