

ACTION VERBS

Administrative/Organizational Skills

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

Communication Skills

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

Creative Skills

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

Data / Financial Skills

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

CONTACT ADVISING & CAREER SERVICES

Office Locations

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ACTION VERBS

Management/Leadership Skills

- | | | | |
|----------------|---------------|--------------|---------------|
| • Administered | • Developed | • Handled | • Merged |
| • Approved | • Directed | • Improved | • Oversaw |
| • Assigned | • Emphasized | • Initiated | • Prioritized |
| • Chaired | • Established | • Instituted | • Produced |
| • Delegated | • Executed | • Launched | • Spearheaded |
| • Determined | • Governed | • Managed | • Supervised |

Teaching / Training Skills

- | | | | |
|----------------|----------------|--------------|--------------|
| • Advised | • Educated | • Instructed | • Reinforced |
| • Coached | • Evaluated | • Mentored | • Taught |
| • Critiqued | • Familiarized | • Motivated | • Trained |
| • Demonstrated | • Fostered | • Observed | • Tutored |

Technical Skills

- | | | | |
|-------------|--------------|--------------|----------------|
| • Adapted | • Converted | • Operated | • Restored |
| • Applied | • Designed | • Overhauled | • Serviced |
| • Assembled | • Installed | • Programmed | • Standardized |
| • Built | • Maintained | • Regulated | • Upgraded |

Research Skills

- | | | | |
|--------------|----------------|----------------|--------------|
| • Compared | • Hypothesized | • Investigated | • Reviewed |
| • Discovered | • Identified | • Predicted | • Summarized |
| • Examined | • Inspected | • Researched | • Surveyed |

Helping Skills

- | | | | |
|----------------|---------------|----------------|-----------------|
| • Aided | • Counseled | • Guided | • Rehabilitated |
| • Assessed | • Encouraged | • Participated | • Supplied |
| • Collaborated | • Facilitated | • Provided | • Supported |

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