**Communication and People Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Advertised | Convinced | Listened | Translated | Arranged |
| Arbitrated | Corresponded | Negotiated | Adapted | Revitalized |
| Arranged | Defined | Observed | Began | Solved |
| Assisted | Directed | Presented | Combined |  |
| Collaborated | Developed | Persuaded | Created |  |
| Communicated | Edited | Reported | Designed |  |
| Composed | Explained | Specified | Developed |  |
| Condensed | Influenced | Responded | Formulated |  |
| Consulted | Interacted | Spoke | Modified |  |
| Contacted | Interviewed | Suggested | Planned |  |
| Conveyed | Interviewed | Summarized | Revised |  |
| Helped | Discussed | Resolved | Customized |  |

**Technical and Financial Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Adapted | Installed | Upgraded | Estimated |  |
| Applied | Maintained | Used | Measured |  |
| Assembled | Operated | Retrieved | Planned |  |
| Built | Overhauled | Researched | Prepared |  |
| Calculated | Rectified | Conserved |  |  |
| Computed | Programmed | Corrected |  |  |
| Conserved | Remodeled | Administered |  |  |
| Debugged | Repaired | Adjusted |  |  |
| Determined | Replaced | Analyzed |  |  |
| Developed | Restored | Assessed |  |  |
| Fabricated | Solved | Budgeted |  |  |
| Fortified | Specialized | Computed |  |  |

**Leadership and Helping Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Authorized | Demonstrated | Provided | Prepared | Organized |
| Adapted | Diagnosed | Resolved | Provided | Prioritized |
| Advocated | Encouraged | Simplified | Improved | Reorganized |
| Aided | Expedited | Supplied | Hosted | Strengthened |
| Answered | Familiarized | Volunteered | Motivated | Arranged |
| Arranged | Intervened | Analyzed | Planned | Monitored |
| Assisted | Motivated | Appointed | Streamlined | Logged |
| Coached | Controlled | Assigned | Enhanced | Maintained |
| Collaborated | Prevented | Approved | Decided | Responded |
| Consolidated | Coordinated | Attained | Handled | Scheduled |
| Helped | Facilitated | Supported | Led | Produced |
| Interpreted | Insured | Administered | Organized | Secured |
| Translated | Guided | Increased | Managed |  |

**Communication Skills**

Advocated, Clarified, Corresponded, Encouraged, Interpreted, Negotiated, Persuaded, Presented, Publicized, Solicited, Spoke, Translated

**Creative Skills**

Acted, Applied, Composed, Created, Established, Founded, Improvised, Introduced, Navigated, Originated, Presented

**Data / Financial Skills**

Adjusted, Allocated, Budgeted, Compared, Computed, Counted, Documented, Estimated, Forecasted, Inventoried, Invested, Predicted, Projected, Quantified, Recorded, Retrieved, Verified

**Helping Skills**

Aided, Assisted, Built, Demonstrated, Facilitated, Familiarized, Helped, Performed, Represented, Solved, Supported, Trained, Upheld, Volunteered, Worked

**Management / Leadership Skills**

Achieved, Administered, Assigned, Attained, Challenged, Coordinated, Decided, Delegated, Established, Executed, Handled, Headed, Implemented, Incorporated, Intervened, Launched, Led, Managed, Mediated, Motivated, Organized, Oversaw, Planned, Prioritized, Recommended, Scheduled, Supervised, United

**Efficiency Skills**

Accelerated, Allocated, Boosted, Centralized, Downsized, Edited, Eliminated, Enhanced, Expanded, Expedited, Heightened, Lessened, Leveraged, Maximized, Merged, Optimized, Outlined, Outsourced, Prevented, Prioritized, Reorganized, Reduced, Revised, Simplified, Standardized, Stream-lined, Synthesized, Systematized, Upgraded

**Technical Skills**

Analyzed, Assembled, Built, Calculated, Computed, Conducted, Designed, Devised, Engineered, Maintained, Operated, Programmed, Reengineered, Remodeled, Transmitted