
SKILLS INVENTORY

(The information below is grouped into 16 major professional categories.)

ADMINISTRATION

Skills

- | | | | |
|---------------------------|------------------------|-----------------------|-------------|
| ■ Organization | ■ Document production | ■ Calendar planning | ■ Reception |
| ■ Meeting coordination | ■ Needs identification | ■ Deadline management | ■ Telephone |
| ■ Information management | ■ Word processing | ■ Multitasking | ■ Filing |
| ■ Business administration | ■ Process-building | ■ Records management | ■ Planning |

Personal Traits

- | | | | |
|---------------|-----------------|-------------------|--------------|
| ■ Resourceful | ■ Task-oriented | ■ Flexible | ■ Supportive |
| ■ Reliable | ■ Consistent | ■ Swift | ■ Decisive |
| ■ Efficient | ■ Team-oriented | ■ Proficient | ■ Thorough |
| ■ Precise | ■ Conscientious | ■ Detail-oriented | ■ Focused |

Phrases That Describe These Skills and Traits

- Managed high-traffic, 13-line communications system for a multifaceted, 80-employee firm.
- Successfully handled over 500 business transactions daily in fast-paced environment.
- Adept at developing and controlling annual sales and marketing reports and budgets.
- Fielded up to 90 incoming calls daily, resolving problems and addressing diverse matters.
- Demonstrated highly effective telephone skills and resourceful research capabilities.
- Displayed an outstanding ability to comprehend and assimilate detailed data/information.
- Possess crucial needs-identification skills vital to providing strong administrative support.
- Demonstrated ability to creatively reorganize existing systems to improve operational efficiency.
- Highly effective in a detail-oriented atmosphere that involves efficient records management.
- Self-directed individual who has demonstrated an ability to effectively perform in fast-paced settings.
- Exceptional organizational and prioritization skills regarding all facets of administration.
- Outstanding data-entry skills enhanced through intensive training and practical job applications.

CONSULTING

Skills

- | | | | |
|--------------------------|-----------------------|------------------------|--------------------|
| ■ Needs assessment | ■ Process improvement | ■ Project coordination | ■ Financial |
| ■ Procedural development | ■ Cost control | ■ Deadline management | ■ Retraining |
| ■ Leadership | ■ Problem solving | ■ Solutions-building | ■ Organizational |
| ■ Business development | ■ Marketing | ■ Staff motivation | ■ Client relations |

Personal Traits

- | | | | |
|----------------------|--------------------|-------------------|-------------------|
| ■ Efficiency-minded | ■ Quality-focused | ■ Analytical | ■ Detail-oriented |
| ■ Technically astute | ■ Meticulous | ■ Accuracy-driven | ■ Organized |
| ■ Finesse | ■ Forward-thinking | ■ Insightful | ■ Diplomatic |
| ■ Resourceful | ■ Persuasive | ■ Investigative | ■ Communicative |