Sample SKILL CATEGORIES

Communication
- Addressed
- Advertised
- Amended
- Appraised
- Arbitrated
- Arranged
- Authorized
- Clarified
- Collaborated
- Communicated
- Compiled
- Composed
- Condensed
- Consolidated
- Consulted
- Contacted
- Contributed
- Conveyed
- Convinced
- Corresponded
- Counseled
- Critiqued
- Deciphered
- Deliberated
- Demonstrated
- Developed
- Devised
- Directed
- Documented
- Drafted
- Edited
- Elaborated
- Empowered
- Encouraged
- Enlisted
- Evaluated
- Explained
- Facilitated
- Forecasted
- Formed
- Formulated
- Guided
- Illustrated
- Improvised
- Influenced
- Informed
- Instructed
- Interceded
- Interpreted
- Introduced
- Keynoted
- Lectured
- Led
- Mediated
- Moderated
- Motivated
- Negotiated

Creative
- Acted
- Composed
- Conceptualized
- Conducted
- Created
- Customized
- Designed
- Developed
- Directed
- Envisioned
- Established
- Fashioned
- Founded
- Illustrated
- Initiated
- Instituted
- Integrated
- Introduced
- Invented
- Orchestrated
- Originated
- Performed
- Planned
- Revitalized
- Shaped
- Visualized

Detail
- Approved
- Arranged
- Balanced
- Budgeted
- Calculated
- Catalogued
- Classified
- Collected
- Compared
- Compiled

Computed
- Condensed
- Consolidated
- Converted
- Critiqued
- Deciphered
- Detailed
- Documented
- Edited
- Evaluated
- Examined
- Executed
- Figured
- Finalized
- Identified
- Implemented
- Indexed
- Inspected
- Installed
- Investigated
- Maintained
- Managed
- Measured
- Monitored
- Multiplied
- Operated
- Organized
- Pioneered
- Planned
- Prepared
- Prioritized
- Processed
- Programmed
- Rated
- Reconciled
- Recorded
- Reformed
- Reorganized
- Researched
- Retrieved
- Revamped
- Revised
- Screened
- Selected
- Simplified
- Solved
- Sorted
- Specified
- Straightened
- Streamlined
- Studied
- Summarized
- Surveyed
- Systematized
- Tabulated
- Translated
- Updated
- Upgraded
- Validated
- Verified

Helping
- Aided
- Assisted
- Clarified
- Coached
- Contributed
- Counseled
- Customized
- Demonstrated
- Educated
- Empowered
- Enabled
- Encouraged

Financial
- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Authorized
- Balanced
- Collected
- Consolidated
- Contracted
- Controlled
- Developed
- Disbursed
- Distributed
- Diversified
- Documented
- Earned
- Evaluated
- Figured
- Finalized
- Formulated
- Managed
- Marketed
- Negotiated
- Planned
- Prepared
- Projected
- Purchased
- Rated
- Recommended
- Recorded
- Rectified
- Regulated
- Researched
- Reviewed
- Screened
- Scrutinized
- Secured
- Selected
- Supplemented
- Tabulated
- Transferred
- Verified

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