accelerate
accelerated
accelerating
accomplish
accomplished
accomplishing
account
accounted
accounting
achieve
achieved
achieving
act
acted
acting
adapt
adapted
adapting
adjust
adjusted
adjusting
administer
administered
administering
advertise
advertised
advertising
advise
advised
advising
advocate
advocated
advocating
alter
altered
altering
analyze
analyzed
analyzing
apply
applied
applying
appraise
appraised
appraising
approve
approved
approving
arbitrate
arbitrated
arbitrating
arrange
arranged
arranging
assemble
assembled
assembling
assign
assigned
assigning
assist
assisted
assisting
audit
audited
auditing
beautify
beautified
beautifying
budget
budgeted
budgeting
build
built
building
buy
bought
buying
calculate
calculated
calculating
carry
carried
carrying
carve
carved
carving
catalog
cataloged
cataloging
chart
charted
charting
check
checked
checking
classify
classified
classifying
clean
cleaned
cleaning
coach
coached
coaching
collate
collated
collating
collect
collected
collecting
command
commanded
commanding
compare
compared
comparing
compute
computed
computing
compile
compiled
compiling
complete
completed
completing
compose
composed
composing
compound
compounded
compounding
conduct
conducted
conducting
confront
confronted
confronting
conserve
conserved
conserving
construct
constructed
constructing
consult
consulted
consulting
contact
contacted
contacting
contribute
contributed
contributing
control
controlled
controlling
convert
converted
converting
convince
convinced
convincing
cook
cooked
cooking
cooperate
cooperated
cooperating
copy
copied
copying
coordinate
coordinated
coordinating
correspond
corresponded
corresponding
counsel
counseled
counseling
count
counted
counting
create
created
creating
critique
critiqued
critiquing
defend
defended
defending
delegate
delegated
delegating
deliver
delivered
delivering
design
designed
designing
detect
detected
detecting
determine
determined
determining
develop
developed
developing
devise
devised
devising
diagnose
diagnosed
diagnosing
direct
directed
directing
discover
discovered
discovering
dispense
dispensed
dispensing
display
displayed
displaying
distribute
distributed
distributing
divert
diverted
diverting
double
doubled
doubling
draft
drafted
drafting
dramatize
dramatized
dramatizing
draw
drawn
drawing
drive
driven
driving
edit
edited
editing
eliminate
eliminated
eliminating
encourage
encouraged
encouraging
enforce
enforced
enforcing
enter
entered
entering
entertain
entertained
entertaining
establish
established
establishing
estimate
estimated
estimating
evaluate
evaluated
evaluating
examine
examined
examining
exchange
exchanged
exchanging
execute
executed
executing
exercise
exercised
exercising
exhibit
exhibited
exhibiting
expand
expanded
expanding
experiment
experimented
experimenting
explain
explained
explaining
express
expressed
expressing
facilitate
facilitated
facilitating

feed
fed
feeding
file
filed
filing
find
found
finding
fix
fixed
fixing
follow
followed
following
forecast
forecasted
forecasting
formulate
formulated
formulating
gain
gained
gaining
gather
gathered
gathering
generate
generated
generating
give
given
giving
guard
guarded
guarding
guide
guided
guiding
handle
handled
handling
harvest
harvested
harvesting
heal
healed
healing
help
increase
increased
increasing
identify
identified
identifying
influence
influenced
influencing
imagine
imagined
imagining
implement
implemented
implementing
improve
improved
improving
initiate
initiated
initiating
innovate
innovated
innovating
inspect
inspected
inspecting
inspire
inspired
inspiring
install
installed
installing
instruct
instructed
instructing
interpret
interpreted
interpreting
interview
interviewed
interviewing
introduce
introduced
introducing
invent
invented
inventing
investigate
judge
judged
judging
landscape
landscaped
landscaping
launch
launched
launching
lay
laid
laying
lead
led
leading
learn
learned
learning
lift
lifted
lifting
listen
listened
listening
loan
loaned
loaning
locate
located
locating
mail
mailed
mailing
maintain
maintained
maintaining
manage
managed
managing
message
messaged
messaging
measure
measured
measuring
mediate
mediated
mediating
meet
memorize
memorized
memorizing
mentor
mentored
mentoring
model
modeled
modeling
modify
modified
modifying
monitor
monitored
monitoring
motivate
motivated
motivating
move
moved
moving
negotiate
negotiated
negotiating
obtain
obtained
obtaining
operate
operated
operating
order
ordered
ordering
organize
organized
organizing
package
packaged
packaging
pack
packed
packing
paint
painted
painting
patrol
patrolled
patrolling
perform
persuade
persuaded
persuading
plan
planned
planning
plant
planted
planting
plaster
plastered
plastering
play
played
playing
polish
polished
polishing
pose
posed
posing
post
posted
posting
preach
preached
preaching
prepare
prepared
preparing
prescribe
prescribed
prescribing
present
presented
presenting
preside
presided
presiding
prevent
prevented
preventing
print
printed
printing
process
processed
processing
produce
program
programmed
programming
project
projected
projecting
promote
promoted
promoting
propose
proposed
proposing
protect
protected
protecting
provide
provided
providing
pump
pumped
pumping
purchase
purchased
purchasing
question
questioned
questioning
quote
quoted
quoting
raise
raised
raising
read
read
reading
realize
realized
realizing
receive
received
receiving
recognize
recognized
recognizing
record
recorded
recording
recruit

redesign
redesigned
redesigning
reduce
reduced
reducing
refer
referred
referring
register
registered
registering
rehabilitate
rehabilitated
rehabilitating
relieve
relieved
relieving
remember
remembered
remembering
remove
removed
removing
render
rendered
rendering
reorganize
reorganized
reorganizing
repair
repaired
repairing
repeat
repeated
repeating
replace
replaced
replacing
report
reported
reporting
represent
represented
representing
research
researched
researching
restore
restored
restoring

review
reviewed
reviewing
revise
revised
revising
revitalize
revitalized
revitalizing
ride
rode
riding
route
routed
routing
run
ran
running
save
saved
saving
schedule
scheduled
scheduling
sculpt
sculpted
sculpting
seat
seated
seating
select
selected
selecting
sell
sold
selling
send
sent
sending
service
serviced
servicing
serve
served
serving
sew
sewed
sewing
shampoo
shampooed
shampooing

shape
shaped
shaping
shave
shaved
shaving
simple
simplified
simplifying
sing
sung
singing
sketch
sketched
sketching
solve
solved
solving
sort
sorted
sorting
speak
spoke
speaking
start
started
starting
streamline
streamlined
streamlining
strength
strengthened
strengthening
stress
stressed
stressing
stretch
stretched
stretching
structure
structured
structuring
study
studied
studying
style
styled
styling
succeed
succeeded
succeeding

suggest
suggested
suggesting
summarize
summarized
summarizing
supercede
superceded
superceding
supervise
supervised
supervising
supply
supplied
supplying
support
supported
supporting
survey
surveyed
surveying
swim
swam
swimming
synthesize
synthesized
synthesizing
tailor
tailored
tailoring
talk
talked
talking
teach
taught
teaching
tend
tended
tending
terminate
terminated
terminating
test
tested
testing
time
timed
timing
tint
tinted
tinting

tolerate
tolerated
tolerating
trace
traced
tracing
track
tracked
tracking
trade
traded
trading
train
trained
training
transfer
transferred
transferring
transcribe
transcribed
transcribing
treat
treated
treating
trim
trimmed
trimming
triple
tripled
tripling
tune
tuned
tuning
turn
turned
turning
tutor
tutored
tutoring
type
typed
typing
usher
ushered
ushering
verify
verified
verifying
visualize
visualized
visualizing

wash
washed
washing
weigh
weighed
weighing
welcome
welcomed
welcoming
widen
widened
widening
win
won
winning
wrap
wrapped
wrapping

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skills groupings list

Accounting
Auditing
Balancing
Banking
Billing
Bookkeeping
Calculating
Computing
Estimating
Figuring
Maintaining
Posting to accounts
Preparing statements
Reconciling

Analysis
Evaluating
Examining
Analyzing reports

Architectural Design
Analyzing proposed functions
Assessing existing facilities
Building models
Executing working drawings
Planning lighting and furniture layout
Planning office layout
Planning space allocation

Arts
Acting
Announcing
Arranging
Carving
Composing
Creating
Dancing
Decorating
Demonstrating
Designing
Directing
Dramatizing
Drawing
Expressing
Memorizing
Miming
Painting
Sewing
Singing
Shaping

Bookkeeping
Billing monthly fees and expenses
Monthly bank reconciliations
Posting to accounts receivable and payable
Preparing monthly financial statements
Preparing semi-monthly payroll

Building / Construction
Analyzing proposed functions
Assessing existing facilities
Building models
Executing drawings
Planning space / layout
Designing
Installing
Operating
Plastering

Buying (Retail)
Exceeded holiday sales plans
Organization and execution of merchandising plan

Counseling
Assessing
Coaching
Developing skills
Diagnosing
Encouraging
Meeting with
Providing counseling services to individuals
Providing information and referral services
Testing

Communication
Acting
Assisting
Explaining
Expressing
Influencing
Interpreting
Interviewing
Listing
Negotiating
Persuading
Presenting
Reporting
Transcribing
Writing

Community Relations
Conducting tours
Coordinating public relations efforts
Developing rapport
Facilitating groups
Speaking in public
Presenting information

Comparing
Arranging
Selecting
Sorting

Compiling
Classifying
Collating
Gathering

Computer Programming
Analyzing flowcharts
Creating structured programs
Debugging programs
Establishing coded language
Testing code

Education / Teaching
Conducting
Demonstrating
Educating
Explaining
Facilitating
Instructing
Mentoring
Planning
Producing

Engineering
Analyzing
Converting
Designing
Measuring
Preparing
Operating equipment
Resolving problems
Surveying
Testing

Finance
Accounting
Advising
Analyzing
Auditing
Computing
Designing
Estimating
Examining
Forecasting
Interpreting
Judging
Planning
Preparing
Solving
Studying

Health
Analyzing
Diagnosing
Examining
Investigating
Listening
Measuring
Preventing
Providing
Specializing
Testing
Treating
Using knowledge of medical terminology

Hospitality
Attending
Directing
Guiding
Planning
Providing
Scheduling
Serving

Human Relations
Advocating
Assisting
Communicating
Convincing
Counseling
Demonstrating
Explaining
Helping
Influencing
Interpreting
Listening
Negotiating
Persuading
Presenting
Reporting
Suggesting
Teaching
Training

Human Services
Providing support
Counseling
Understanding
Innovating
Adapting
Altering
Creating
Developing
Modifying

Law Enforcement
Analyzing
Arresting
Collecting
Commanding
Developing policies
Directing
Enforcing
Examining
Guarding
Inspecting
Investigating
Patrolling
Preventing
Protecting
Questioning
Regulating

Lawyer
Advising
Defending
Preparing
Prosecuting
Representing
Researching
Serving

Management
Advising
Analyzing
Approving
Arranging
Assigning
Bargaining
Coaching
Computing
Conducting
Contacting
Contracting
Coordinating
Delegating
Developing
Directing
Encouraging
Evaluating
Explaining
Hiring
Identifying
Implementing
Instructing
Managing
Meeting
Motivating
Motivating
Negotiating
Operating
Organizing
Overseeing
Persuading
Planning
Preparing
Presiding
Purchasing
Recording
Running
Serving
Solving problems
Submitting
Supervising
Training

Materials Control
Collecting
Counting
Issuing
Packing
Placing
Recording
Shipping
Weighing

Personnel
Administering guidelines
Completing evaluations
Conducting orientation programs
Conducting safety programs
Coordinating Affirmative Action plan and reporting
Developing policies and procedures manual
Developing job opportunities
Handling personnel injury and property damage claims
Handling OSHA and EEOC requirements
Hiring personnel
Interviewing
Interviewing and placing employees
Planning and conducting staff development workshops
Pre-screening candidates
Recruiting and placement
Rewriting employee handbook
Selecting
Testing

Placement
Communicating with training representatives
Contacting employers and candidates
Cooperating with other agencies
Matching candidates and positions
Placing clients in appropriate situations
Presenting at programs
Planning
Administering
Analyzing
Arranging
Assigning
Cataloging
Collecting
Creating
Designing
Detailing
Developing policies
Diagnosing
Editing
Imagining
Innovating
Inventing
Problem solving
Recruiting
Researching
Reviewing
Setting priorities
Surveying
Team building
Training design
Trouble shooting
Production
Cutting
Loading
Operating
Polishing
Setting up
Sewing
Sorting
Stapling
Tending
Unloading
Welding

Public Relations
Advertising
Contracting
Coordinating new releases
Creating
Creating presentations
Developing promotional materials
Directing
Influencing
Initiating
Preparing
Raising
Promoting

Quality Control
Checking
Controlling
Estimating
Examining
Grading
Inspecting

Real Estate Sales
Closing __% of listings with sales
Providing technical information on construction
Selling homes with total value of ___ dollars
Negotiating successfully ___% of purchase offers

Religious
Advising
Assisting
Comforting
Counseling
Helping
Preaching

Research
Analyzing
Conducting
Describing
Developing
Evaluating
Experimenting
Explaining
Interpreting
Recording
Reporting
Searching
Solving
Staining
Studying
Testing

Sales
Advising
Assisting
Closing major accounts
Computing
Covering established and new accounts
Demonstrating
Establishing relationships
Expending purchase orders
Explaining
Helping
Initiating major new accounts
Organizing territories and promotions
Persuading
Preparing proposals
Promoting and selling
Providing
Purchasing
Quoting
Selecting
Selling
Talking

Science
Conducting
Developing
Evaluating
Experimenting
Explaining
Mounting
Recording
Researching
Solving
Staining
Studying
Testing

Service
Analyzing
Assigning
Attending
Carrying
Delivering
Handing out
Mixing
Operating
Waiting on

Social Research
Analyzing
Describing
Interpreting
Reporting

Social Services
Assisting
Connecting
Helping
Investigating
Placing

Sports
Balancing
Coaching
Competing
Demonstrating
Judging
Inspecting
Penalizing
Playing
Practicing
Riding
Swimming
Timing

Teaching
Conducting
Demonstrating
Explaining
Instructing

Training and Development
Designing and implementing programs
Designing instructional materials
Modifying training content
Supervising and conducting staff workshops
Supervising, coordinating, developing staff training
Training staff in policies and procedures
Writing department procedure manual

Transportation
Collecting
Driving
Inspecting
Moving
Operating

Writing
Analyzing
Creating
Editing
Expressing
Revising
Writing

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