

## Action Verbs & Keywords

# Business, Management & Operations



### Action Verbs

Achieved	Executed	Prepared
Advised	Facilitated	Presented
Aided	Formulated	Processed
Analyzed	Helped	Promoted
Assisted	Hired	Provided
Audited	Identified	Received
Balanced	Implemented	Recorded
Benchmarked	Inventoried	Represented
Budgeted	Investigated	Recruited
Classified	Increased	Reported
Coached	Interviewed	Researched
Collaborated	Launched	Refined
Communicated	Led	Reviewed
Compiled	Leased	Scheduled
Computed	Maintained	Screened
Conducted	Managed	Selected
Consulted	Mediated	Specialized
Coordinated	Mentored	Staffed
Created	Managed	Strategized
Defined	Mentored	Studied
Developed	Monitored	Supervised
Directed	Motivated	Supported
Documented	Negotiated	Trained
Ensured	Performed	Updated
Evaluated	Planned	Utilized

### Keywords

Accounts	Innovation	Regulations
Analytics	Insight	Relationship-building
Audit	Intelligence	Reporting
Benefits	Inventory	Research
Bookkeeping	Invest	Resource allocation
Budget	Labor	Retail
Business development	Leadership	Risk
Capital	Loans	Sales
Channels	Logistics	Scaled
Client	Markets	Supply chain
Contract	Motivation	Schedule
Consumer	Operations	Services
Costs & benefits	Personnel	Solutions
Data	Place	Sourcing
Database	Price	Strategic planning
Design	Process-optimization	Structure
Distribution	Products	Supply
Ethics	Production	Systems
Ensured	Profit	Talent
Global	Promotion	Team
Growth	Purchasing	Technical
Human capital	Records	Technology
Improvement		Training