

Skills	Years Experience	Event
<b>Management</b>		
supervised	6 years	15+ people as a acting supervisor
prioritize	10 years	daily events to finish workloads
evaluated	6 years	employees work ethics and annual evaluations
administration	2 years	Administration for office space leasing company
analyzed	6 years	Data and Spreadsheets
<b>Communication</b>		
recruited	6 years	More Staff
edited	10 years	employees/ co-workers work and mistakes
drafted	6 years	new spreadsheets
reconciled	6 years	Money for bank deposits
motivated	10 years	Staff and co workers
<b>Detailed</b>		
catalogued	10 years	Spreadsheets and File Directories
monitored	10 years	Supplies and Materials, Cash Flow, Staff
prepared	14 years	presentations and customer goods
purchased	6 years	Purchasing Orders
recorded	10 years	Crucial Financial Records
<b>Financial</b>		
audited	6 years	Daily records of events, Master Spreadsheets
balanced	6 years	Money on a daily basis
calculated	6 years	Supplies and Materials, Cash Flow, Staff
forecasted	10 years	Quotes on Prices and Need for Supplies
developed	6 years	New Spreadsheets
<b>Research Skills</b>		

collected	6 years	research for a survey
identified	10 years	Broken procedures and red flags
interviewed	6 years	Hiring New Staff
organized	14 years	Daily routines and activities
inspected	10 years	Equipment, Staff
<b>Creative Skills</b>		
intergraded	6 years	New spreadsheets, procedures and policies
originated	6 years	new spreadsheets
shaped	6 years	New procedures and policies
introduced	6 years	New procedures and policies
<b>Technical Skills</b>		
assembled	10 years	All kinds of mechanical devices
computed	6 years	On a VPN network
maintained	10 years	Cash Registers and Parking Equipment
solved	10 years	Daily troubleshooting problems
trained	6 years	Staff and co workers
operated	10 years	Cash Registers and Parking Equipment
programmed	6 years	Cash Registers and Parking Equipment
<b>Helping Skills</b>		
assisted	10 years	Staff and co workers
diagnosed	10 years	Equipment, Staff
educated	10 years	Staff and co workers
<b>Teaching Skills</b>		
instructed	6 years	Staff and co workers
explained	10 years	Staff and co workers
guided	10 years	Staff and co workers