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| **Management Skills** |  |  |  |
| Administered | Contracted | Evaluated | Prioritized |
| Analyzed | Controlled | Executed | Produced |
| Arranged | Coordinated | Improved | Recommended |
| Assigned | Delegated | Increased | Reviewed |
| Attained | Developed | Organized | Scheduled |
| Chaired | Directed | Oversaw | Strengthened |
| Consolidated | Distributed | Planned | Supervised |

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| **Communication Skills** |  |  |  |
| Addressed | Delegated | Formulated | Negotiated |
| Arranged | Developed | Influenced | Persuaded |
| Authored | Directed | Instructed | Promoted |
| Collaborated | Drafted | Interpreted | Publicized |
| Conveyed | Edited | Lectured | Recruited |
| Convinced | Encouraged | Mediated | Translated |
| Corresponded | Enlisted | Moderated | Wrote |

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| **Research Skills** |  |  |  |
| Analyzed | Documented | Inspected | Organized |
| Assessed | Evaluated | Interpreted | Reviewed |
| Collected | Examined | Interviewed | Summarized |
| Critiqued | Formulated | Investigated | Surveyed |
| Diagnosed | Identified | Observed | Systematized |

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| **Technical Skills** |  |  |  |
| Assembled | Designed | Maintained | Overhauled |
| Calculated | Devised | Maneuvered | Programmed |
| Computed | Engineered | Modified | Repaired |
| Constructed | Fabricated | Operated | Upgraded |

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| **Teaching Skills** |  |  |  |
| Adapted | Coordinated | Evaluated | Informed |
| Advised | Demystified | Explained | Instructed |
| Clarified | Developed | Facilitated | Persuaded |
| Coached | Enabled | Guided | Stimulated |
| Communicated | Encouraged | Illustrated | Trained |

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| **Financial Skills** |  |  |  |
| Administered | Audited | Computed | Marked |
| Allocated | Balanced | Developed | planned |
| Analyzed | Budgeted | Forecasted | Projected |
| Appraised | Calculated | Managed | Researched |

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| **Creative Skills** |  |  |  |
| Acted | Engendered | Integrated | Projected |
| Conceptualized | Established | Introduced | Researched |
| Created | Fashioned | Invented | Revitalized |
| Customized | Founded | Marked | Shaped |
| Designed | Illustrated | Originated | Transformed |
| Developed | Initiated | Performed |  |
| Directed | Instituted | Planned |  |

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| **Helping Skills** |  |  |  |
| Assessed | Demonstrated | Facilitated | Referred |
| Assisted | Diagnosed | Familiarized | Rehabilitated |
| Clarified | Educated | Guided | Represented |
| Coached | Encouraged | Inspired | Stimulated |
| Counseled | Expedited | Motivated | Supported |

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| **Clerical & Detail Skills** |  |  |  |
| Approved | Compiled | Operated | Retrieved |
| Arranged | Executed | Organized | Screened |
| Assembled | Generated | Prepared | Specified |
| Catalogued | Implemented | Processed | Systematized |
| Classified | Inspected | Purchased | Tabulated |
| Collected | Monitored | Recorded | Validated |

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| **Accomplishments** |  |  |  |
| Achieved | Expanded | Reduced (losses) | Structured |
| Discovered | Improved | Resolved (problems) | Succeeded |
| Doubled | Pioneered | Restored | Targeted |
| Eliminated | Qualified | Spearheaded | Transformed |
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