

Transferable Skills

act/perform	copy information	gather information
adapt to situations	correspond w/others	gather materials
advise people	create	generate
analyze data	delegate	guide/lead
anticipate problems	deliver	handle complaints
appraise service	demonstrate	handle equipment
arrange functions	design	handle money
assess situations	detect	illustrate
audit records	determine	imagine solutions
bargain/barter	develop	implement
be cost conscious	direct others	improve
be responsible for	dispense information	improvise
budget money	distribute	inform people
build	do precision work	initiate actions
buy products/services	do public relations work	inspect products
calculate numbers	draft	install
chart information	drive	instruct
check for accuracy	edit	interpret data
classify information	encourage	interview people
collect money	endure long hours	invent
communicate	enforce	inventory
compute data	estimate	learn
conceptualize	evaluate	learn quickly
conduct	examine	liaise
construct buildings	exhibit	lift (moderate)
consult w/others	expand	listen
contact others	expedite	locate information
contact w/others	explain	log information
control costs	explore	make/create
control people	file records	make decisions
control situations	find information	make policy
converse w/others	fix/repair	manage a business
coordinate activities	follow directions	manage people
cope w/deadlines	follow through	measure boundaries
mediate problems	recruit people	supply
meet the public	rectify	support
memorize information	reduce costs	survey
mentor others	refer people	synthesize
monitor progress	rehabilitate people	tabulate
motivate others	remember information	take instructions
move materials	remove	tend equipment
negotiate	repair	test
nurse	replace	think ahead
nurture	report information	think logically
observe	research	tolerate interruptions
obtain	resolve problems	track
operate equipment	restore	train/teach
order goods/supplies	retrieve information	transcribe
organize data	review	transfer
organize people	run meetings	translate
organize tasks	schedule	travel

own/operate business	seek out	treat
paint	select	troubleshoot
perceive needs	sell	tutor
perform routine work	separate	type
persuade others	sequence	understand
plan	service customers	unite people
plant	service equipment	update information
prepare materials	set goals/objectives	hand/eye coordination
print	set up equipment	use words correctly
process information	set up systems	verify
process materials	sew	visit
produce	shape	visualize
program	signal	volunteer
promote	size up situations	weigh
protect property	sketch	work quickly
provide maintenance	socialize	write procedures
question others	solve problems	write promo material
raise money	sort	write proposals
read reference books	speak in public	write reports
recommend	study	write technical work
record data	supervise	