

TEMPSOLUTIONS

Your Solution to State Employment.

Skills Inventory

Please check all that apply

Name: _____ Date: _____

Accounting

- Accounts payable
- Accounts Receivable
- Auditor
- Collections
- Contracts and Grants
- Cost accounting
- Financial//Budget Analysis
- General Ledger
- Income Statement (P/L)
- Invoicing
- Payroll
- Tax
- Travel Reimbursement
- NCAS

Clerical

- Collating
- Copying/Faxing
- Filing
- 10 Key
- Administrator
- Phone skills

Computing Activities

- Helpdesk/Troubleshooting
- Network Administrator
- Programming Languages
- Professional Trainer
- Project Management
- Systems Analysis
- Remedy Ticket System
- SysAdmin, Audit, Networking, and Security
- Networking Access Server
- System Design/Development Life Cycle
- Crystal Reports

Computer Databases

- Blackboard
- Create New Database
- Crystal Reports

Computer Databases

- FileMaker Pro
- Microsoft Access
- Oracle DBA
- Microsoft Project
- DBA/MSSQL
- Mac Experience
- Novell Admin
- NT Admin
- Web Development

Computer-Functions

- Charts and Tables
- Desktop Publishing
- Email
- Macros
- Mail Merge
- Oracle Calendar

Computer-Graphics

- Corel Draw
- PageMaker
- PhotoShop
- PowerPoint
- Publisher
- Quark Express
- In Design
- Adobe Acrobat

Computer-Internet

- Cold Fusion
- Dreamweaver
- Flash
- FrontPage
- HTML Programming Experience

Computer Software

- Microsoft Office
- Microsoft Windows
- Microsoft Word

Computer Software

- SAP HR and Payroll
- MacOS
- Word Perfect
- Peoplesoft
- SAP System

Computer Spreadsheets

- Create Macros
- Create Spreadsheets
- Microsoft Excel
- Quattro Pro
- Fox Pro

Computer-Tech Support

- MacOS
- SQL
- UNIX
- Windows
- Veritas
- Linux
- Sun Solaris

Environmental

- Environmental Tech
- Environmental Specialist
- Environmental Engineer
- Forestry
- Geodetic Survey Tech
- Geologist
- GIS Tech
- Geological Tech
- Hydrogeologist
- Hydrogeologist Tech

Finance

- Budgeting
- Economics
- Loans
- Purchasing/Procurement Administrator
- Certified Public Accountant

Finance Bookkeeping**Human Resources**

- Benefits
- Career Banding
- Recruitment
- Salary Administration
- Training
- EEO
- Personnel Administrator
- Generalist

Labor

- Driver
- Farm Laborer
- General Laborer
- Janitor
- Construction
- Stock Clerk
- Warehouse Manager

Legal

- Attorney
- Legal Secretary
- Paralegal

Medical

- Animal Lab Technician
- Chart Script
- Certified Nursing Assistant
- Dictaphone
- ICD-9/CPT Coding
- Insurance/Billing
- Medical Lab Technician
- Medical Transcription
- Phlebotomy
- WebCIS
- Dental Assistant
- Dental Hygienist
- Dietitian
- Psychologist
- Speech and Language Therapist
- Public Health Pgm Manager
- Public Health Nurse Instructor
- Rehab Counseling
- Healthcare Technician
- Registered Nurse
- Licensed Practical Nurse
- Physician

Medical

- Nurse Consultant
- Physical Therapist

Miscellaneous Professional

- Engineer
- Librarian
- Litho Press Operator
- Nutritionist
- Statistician
- Chemist
- Chemical Technician
- Community Development Specialist
- Social Work
- Zoology
- Electrician
- Camera Tech
- Mechanic
- Security

Reception

- Executive Level
- Greet General Public
- Multi-line Phone
- Receptionist
- Schedule Appointments

Secretarial

- Executive
- General Correspondence
- Manuscript
- Proofreading/Editing
- Transcription/Dictaphone

Social Research

- Data Analysis
- Data Collection
- Human Subjects Training
- Report Writing
- Subject
- Interviewing/Observation
- Technical Writer

Statistical Software

- Statistical Analysis Software
- Statistical Package for the Social Sciences