



### Job Matching Skills

Please check the skills that apply to you and add any additional skills in the spaces provided.

Name: \_\_\_\_\_ NYID#: \_\_\_\_\_ Date: \_\_\_\_\_

#### Certifications/Occupational Licenses

- Acupuncture
- Automated External Defibrillator (AED)
- Airbrakes
- Asbestos removal
- Automotive Service Excellence (ASE) - Auto mechanics
- Athletic trainer
- Audiology
- Barber
- Credentialed Alcoholism and Substance Abuse Counselor (CASAC)
- Certified First Responder
- Chiropractor
- Certified Nursing Assistant (CNA)
- Cosmetology
- Certified Public Accountant (CPA)
- Dental Assistant
- Dental Hygienist
- Dialysis Nurse
- Diesel Mechanic
- Dietician-Nutritionist
- Doubles/Triples Endorsement
- Driver's License Class \_\_\_\_\_
  - Commercial (CDL) \_\_\_\_\_
- Electrician
- Emergency Medical Technician (EMT)
- Fire Technology
- Forklift Operator
- Hazardous Materials
- Hazardous Waste Operations and Emergency Response Standard (Hazwoper)
- Certified Home Health Aide
- Insurance Adjuster

- Insurance Agent
- Insurance Broker
- Insurance consultant
- Lab Technician
- Land Surveyor
- Massage Therapy
- Medical Assistant
- Midwife
- Nurse Practitioner
- NYS Counselor \_\_\_\_\_
- NYS Inspection
- NYS Teacher \_\_\_\_\_
- Occupational Therapy
- Occupational Therapy assistant
- Optician
- Occupational Safety and Health Administration (OSHA): \_\_\_\_\_
- Passenger Endorsement
- Personal Care Aide
- Phlebotomy
- Professional in Human Resources (PHR)
- Physical Therapy
- Physical Therapy Assistant
- Physician Assistant
- Pilot's License
- Plumber
- Radiology
- Real Estate
- Registered Nurse (RN)
- Security
- Social Worker
- Speech Pathology
- Senior Professional HR (SPHR)
- Tanker certified drivers license
- Teacher Assistant
- Welding \_\_\_\_\_
- Other \_\_\_\_\_

#### Clerical

- Accounts payable
- Accounts receivable
- Balance sheets
- Billing
- Bookkeeping
- Collections
- Coordination
- Customer service
- Data entry
- Filing
- Insurance
- Legal terminology
- Medical billing
- Medical coding
- Medical terminology
- Multi-line phone
- Payroll
- Public contact
- Purchasing
- Real estate
- Reception
- Reconciliations
- Scheduling
- Shorthand WPM \_\_\_\_\_
- Stenography
- Transcription
- Type \_\_\_\_\_ WPM
- Web conferencing
- Word processing
- Other \_\_\_\_\_

#### Health Care

- Acute care
- Cardiology
- Cardiac Care Unit (CCU)
- Clinical
- Cardiopulmonary resuscitation (CPR)

**Health Care continued**

- Draw blood
- Drug interactions
- Electroencephalogram (EEG)
- Electrocardiogram (EKG)
- Emergency room
- First Aid
- Gastroenterology
- Geriatric
- HIV/AIDS
- Intensive Care Unit (ICU)
- Infectious disease
- In-home care
- Institutional care
- Medical records
- Mental health
- Nurses Aid (not certified)
- Obstetrics and gynecology (OB GYN)
- Oncology
- Operating room
- Orthopedics
- Patient assessment
- Pediatric
- Pharmacology
- Radiation therapy
- Surgical
- Other \_\_\_\_\_

**Food/Beverage Services**

- Counter worker
- Deli slicing
- Food preparation
- Kitchen maintenance
- Line cook
- Operate dishwasher
- Purchasing
- Serving
- Short order cook
- Table setup
- Other \_\_\_\_\_

**Human Services**

- Assessment
- Case Management
- Counseling
- Documentation
- Interviewing

- Report writing
- Other \_\_\_\_\_

**Construction**

- Blueprints
- Bridges/roads
- Buildings
- Cabinetry
- Commercial
- Drywall
- Finish carpentry
- Heavy equipment operation
- Mason
- Material handling
- Mathematics
- Painter/paperhanger
- Pipefitter
- Plasterer
- Plumber
- Quality control analysis
- Roofing
- Rough carpentry
- Welding \_\_\_\_\_
- Other \_\_\_\_\_

**Heavy Equipment operator**

- Backhoe
- Bulldozer
- Compactor
- Crane
- Dredger
- Drill
- Dumper
- Excavator
- Forklift
- Skid steer
- Trencher
- Other \_\_\_\_\_

**Maintenance/Technical Repair**

- AC Inverters
- Analog electronics
- Assemble gear systems
- Boilers
- DC Drives
- Digital
- Electrical codes
- Electrical test equipment
- High voltage apparatus

- Heating, ventilating and air conditioning (HVAC)
- Hydraulics
- Industrial controls
- Install electromechanical controls
- Programmable logic controller (PLC)
- Repair cost estimates
- Steam fitting
- 110/220 voltage
- 3 Phase electric power
- 440 Frequency
- Other \_\_\_\_\_

**Manufacturing/Warehouse**

- Assembly \_\_\_\_\_
- Brazing
- Computer-aided drafting (CAD)
- Coordinate Measuring Machines Inspection (CMM)
- Computer Numerical Control Programming (CNC)
- Computerized systems
- Design tools
- Equipment maintenance
- Fabricate tools
- Fiber optics
- Gauging
- Inspection
- International Standards Organization: ISO 9000, ISO 9001, ISO 9002
- Lift up to \_\_\_\_\_ lbs
- Loading/unloading
- Machine shop
- Mastercam
- Material handling
- Nondestructive testing
- Offset machining
- Plastics
- Read machine programming code
- Read manufacturing blueprints
- Read specification sheets
- Regrind tools
- Reset tools
- Rigging
- Sheet metal
- Soldering

**Manufacturing/Warehouse****Continued**

- Through-hole circuit boards
- Time studies
- Upholstery
- Welding\_\_\_\_\_
- Write machine programming code
- X-Ray/Magnetic inspection
- Other\_\_\_\_\_

**Mechanical/Automotive/Repair**

- Aircraft
- All around mechanic- car or truck
- Appliances
- Auto body
- Brakes & rotors
- Detailing
- Diagnosis/estimates
- Diesel mechanic
- Engine repair
- Equipment maintenance
- Equipment selection
- Foreign
- Frame straightening
- Glass
- Heavy equipment
- Motorcycle
- Operation monitoring
- Reconditioning
- Renovating
- Small engine
- Suspension
- Tire replacement
- Transmission repair
- Windshield replacement
- Other\_\_\_\_\_

**Professional/Technical**

- Auditing
- Avionics
- Codes
- Contract administration
- Evaluations
- Fiber optics
- Finance
- Human resources
- Import export
- International relations

- Labor relations
- Legal
- Marketing
- Mediation
- Public speaking
- Quality control
- Research
- Residence counselor
- Sales- inside or outside
- State or Federal relations
- Training
- Other\_\_\_\_\_

**Retail Skills/Sales/Service**

- Buying
- Cashier/scanner
- Customer service
- Demonstrate products
- Inventory
- Loss control/prevention
- Merchandise displayer
- Phone sales or telemarketing
- Pricing
- Purchasing
- Read retail Plan-o-Grams
- Receiving
- Retail management
- Returns
- Radio-frequency (RF) Scanner/Printer
- Sales in: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Stock/merchandise
- Store set-up
- Other\_\_\_\_\_

**Managing/Supervising**

- Budget management
- Conflict resolution
- Crisis management
- Delegating
- Facilitating
- Financial management
- Hiring/staffing
- Interviewing
- Leadership skills
- Managing remote teams
- Managing virtual teams

- Mentoring
- Monitoring
- Motivating
- Performance reviews
- Process management
- Production management
- Project management
- Quality assurance
- Supervising
- Other\_\_\_\_\_

**Soft Skills**

- Active listening
- Analytical/research
- Business trend
- Committed
- Competitive
- Computer/technical literacy
- Creative thinking
- Dealing w/difficult people/difficult situations
- Decision making
- Emotional intelligence
- Flexibility/adaptability
- Follow instructions/ regulations/ rules
- Goal orientated
- Good communication
- High energy/positive attitude
- Independent
- Judgment & decision making
- Meet project deadlines
- Motivated/motivating
- Multitask
- Negotiating skills
- Networking
- Punctual/good attendance
- Reading comprehension
- Self-monitoring
- Speaking/presentations
- Strong work ethic
- Teamwork/team building
- Technology trend awareness
- Time management
- Willingness to learn
- Workplace professionalism
- Writing reports/ proposals
- Writing skills
- Other\_\_\_\_\_

## Computer Skills

### Repair/Maintenance

- Assembly
- Hardware repair
- Help desk
- Installation
- Mainframe
- Technical assistance
- Other \_\_\_\_\_

### Database Systems

- Data base administration
- Database management system (Dbase)
- Logical data base
- Oracle
- Physical data base
- Other \_\_\_\_\_

### Content Management Systems

- Drupal
- Joomla
- WordPress
- Other \_\_\_\_\_

### Publishing Software

- Desktop Publishing
- QuarkXPress
- Other \_\_\_\_\_

### Programming Languages

- C#
- C,C++
- COBOL
- HTML
- JAVA
- JAVA Script
- Perl
- PHP
- Python
- Ruby
- SQL
- Visual Basic
- Other \_\_\_\_\_

### Operating Systems

- DOS
- LINUX
- MAC
- OSX
- System Design
- UNIX
- Windows
- Other \_\_\_\_\_

### Accounting/Financial Software

- QuickBooks
- Quicken
- Sage50/Peachtree
- Other \_\_\_\_\_

### Conferencing Software

- Cisco Jabber
- Cisco WebEx
- GoToMeeting
- Skype
- Other \_\_\_\_\_

### Calendar and Scheduling Software

- Achieve Planner
- Mapics Upgrade
- PeopleSoft
- VIP Task Manager
- Other \_\_\_\_\_

### Inventory Software

- AdvancePro
- Fishbowl inventory
- JDA
- Stitch
- Other \_\_\_\_\_

### Other Software

- Banner
- \_\_\_\_\_
- \_\_\_\_\_
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### Adobe Systems

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### Corel:

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### Microsoft

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### Other computer skills

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