

SAMPLE KEYWORDS

BY FUNCTIONAL SPECIALTY

ACCOUNTING/FINANCES

- Financial Modeling & Analysis
- Scorecards & KPIs
- Profitability Analysis
- Financial Reporting
- Variance Analysis
- Forecasting & Budgeting
- Strategic Planning
- Cash Management
- Project Management
- P&L Oversight
- Hyperion Enterprise & Essbase
- SAP
- Microsoft Office Suite
- FINRA Series 7 & 63
- Bloomberg Proficiency

ADMINISTRATIVE ASSISTANT

- Calendar Management
- Global Travel Arrangement
- Report Creation
- Microsoft Office Suite
- Adobe
- Photoshop
- Event & Meeting Planning
- Vendor Liaison
- Process Improvement
- Research
- Billing & Invoicing
- Report Preparation
- Records Management

EDUCATION/TEACHING

- Student Assessment
- Elementary Education –All Subjects
- Differentiation Through Small Group Instruction
- SRBI Tiered Intervention
- Special Needs Programs
- Data Collection
- Lesson Planning & Implementation
- No Child Left Behind
- Classroom Management
- Parent-Teacher Communications
- AICE (Advanced International Certificate of Education Curriculum)
- OFCUS & PowerSchool

HEALTHCARE

- Certified Medical Assistant
- Certified Dialysis Technician
- Vital Sign Measurement
- Certified in First Aid & CPR
- Quality Assurance
- Medical Insurance Billing & Coding
- Phlebotomy
- EMR
- Vaccine Administration
- Patient Chart & Medical Record Keeping
- Surgery Scheduling
- Pharmaceutical & Supply Ordering & Inventory
- Patient Assessment & Relations
- Microsoft Office

HUMAN RESOURCES

- Mergers & Acquisitions
- Compensation Management
- Coaching/Mentoring
- Learning & Development
- Talent Acquisition
- Leadership Development
- Employee Relations
- Organizational Development
- Performance Management
- Employee Engagement
- Diversity & Inclusion

MARKETING/COMMUNICATIONS

- Social Media Management
- Digital Photography
- Blog & Speech Writing
- Branding & Launch Communications
- Communication Strategy
- Media Content Development
- Website Design & Development
- Global Brand Building
- MS Office, iWorks & WordPress
- Employee Communications
- Event Planning
- Strategic Writing
- Cross-Functional Team Leadership
- Public Relations
- Advocacy
- Client & Account Management

NON-PROFIT/NGO

- Team Leadership
- Program Design & Implementation
- Budget Management
- Community Outreach
- Development Strategy
- Event Planning
- Volunteer Recruitment
- Counseling
- Project Management
- Relationship Management
- Microsoft Office Suite
- HTML & Web Design
- Donor Engagement
- Marketing Communications
- Data Analysis
- Raiser's Edge