

Advantage Personnel
Professional, Administrative, Clerical Skill Sheet

NAME

Mark an "X" if learned in school and "✓" if job experience.

ACCOUNTING:

- Accts. Payable Clerk
- Accts. Receivable Clerk
- Accountant
- Auditor
- Bank Teller
- Bookkeeper, Assistant
- Bookkeeper, Full Charge
- Budgeting Accountant
- Collection Agent
- Cost Accountant
- CPA
- Credit Analyst
- Financial Analyst
- Financial Statement Review
- General Ledger
- Inventory Clerk
- Job Costing
- Loan Processor
- Mortgages
- Payroll Clerk
- Posting Clerk
- Profit/Loss
- Proof Operator
- Tax Accounting
- Time Keeping

CLERICAL/ADMIN:

- Adm Assistant
- Customer Service
- Dispatcher
- File Clerk
- Human Resources Basic
- H R Benefits Knowledge
- Mail Room
- Non-profit Organization
- Notary
- Office Manager
- Personnel
- Purchasing Agent
- Scheduling
- Phones
- 1-5 Lines
- 6-10 Lines
- 11 Lines or more
- Switchboard
- Secretary
- Secretary: Executive

SALES/MARKETING:

- Cash Handling
- Counter Sales
- Insurance: Commercial
- Insurance: Personal
- Inside Sales
- Outside Sales
- Retail Sales
- Route Sales
- Telephone Sales
- Public Relations

PRODUCT DEMONSTRATE:

- Office Equipment
- Clothing
- Banquet Server
- Other

DATA ENTRY:

- Data Entry Clerk-Alpha
- Data Entry Clerk-Num.

DATA PROCESSING:

- Database Administrator
- Database Analyst
- Database Manager
- Jr. Program Analyst
- Sr. Program Analyst
- Team/ Project Leader

LEGAL:

- Bankruptcy
- Civil
- Corporate
- Criminal
- General
- Insurance Defense
- Labor
- Legal Terminology
- Maritime
- Personal Injury
- Commercial Real Estate
- Residential Real Estate
- Construction
- Employment
- Family
- Transcribe
- Estate/Probate

CERTIFICATION:

- Paralegal
- Legal Secretary

COMPUTER HARDWARE:

- Apple Computer
- A T & T
- AS 400
- IBM Compatible PC
- Macintosh

OFFICE EQUIPMENT:

- 10 Key
- Scanner
- Transcriber

DATABASE

- ADP
- JDEdwards
- Peachtree
- Quick Books
- Manufacturing
- 2008 Version
- 2009 Version
- 2010 Version
- Solomon
- Access
- Filemaker Pro
- Fox Pro
- Gen 4
- Microsoft File
- Paradox
- SAP
- SIMS
- People Soft
- ACT
- Great Plains
- Other

APPLICANT TYPE:

- Full-time
- Part-time

SEE OTHER SIDE

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OPERATING SYSTEMS:

- DOS
- Landtastic
- Novell
- Unix
- Windows XP
- Windows Vista

DESKTOP/ GRAPHICS:

- Harvard Graphics
- Microsoft Power Point
- Microsoft Windows
- Adobe
- Publisher
- Quark
- Front Page
- Fireworks
- Dreamweaver
- Expression
- Other

SPREADSHEETS:

- Microsoft Excel 03
- Microsoft Excel 07
- Corel
- Quattro Pro

WORD PROCESSING:

- Microsoft Word 03
- Microsoft Word 07
- Microsoft Outlook
- Microsoft Project
- Corel Word Perfect 9.0
- Time Slips
- Westlaw
- PC Law

PROF/TECHNICAL

- AutoCAD
- Drafting
- Engineer: Chemical
- Engineer: Electrical
- Engineer: Industrial
- Engineer: Mechanical
- Engineer: Safety

TYPING SPEED:

WPM _____

COLLEGE DEGREE:

- B.A.
- B.S.
- M.A.
- M.S.
- M.B.A.
- B.C.S.W.
- P.E.
- Accounting
- Juris Doctorate
- Other

AREA AVAILABLE TO WORK:

- Baker
- Baton Rouge-Downtown
- Central
- Convent
- Denham Springs
- Donaldsonville
- East Baton Rouge
- Geismar
- Gonzales
- Hammond
- New Orleans
- Plaquemine
- Prairieville
- South Baton Rouge
- Walker
- West Baton Rouge
- Zachary