

## Transferable Employment Skills and Experience Factors

### **Transferable Employment Skills**

Action-oriented	Natural leader
Analyze situations rapidly	Operations and results oriented
Astute researcher	Performs against tight deadlines
Brings order out of chaos	Persistent
Brings out creativity in others	Precise, logical thinking problem solver
Broad range of administrative skills	Proven track record of success
Consistently finds new alternatives	Public speaker
Conceptual thinker	Quick thinker
Creative	Relates easily to people at all levels
Decisive and Diplomatic	Reliable and responsible
Directs large meetings skillfully	Remains calm under pressure
Drive “out of the box” thinking	Resourceful
Effectively deals with the public	Self motivated
Effectively organizes resources	Sense of command and humor
Effectively moderates/mediates	Simplifies the complex
Excellent trainer	Skillful and seasoned negotiator
Exceptional people skills	Strong executive image/presence
Exceptional team player/contributor	Strong group communicator
Grasps technical matters quickly	Strong verbal communicator
Handles rapid change easily	Successfully promotes new ideas
High achiever	Superior writing skills
Highly articulate and charismatic	Tactician and strategic thinker
Highly professional and organized	Troubleshooter/problem solver
In depth technical knowledge	Verbally persuasive and compelling
Intuitive decision maker	Versatile
Likable and friendly	Well respected
Makes forceful group presentations	Wins cooperation at all levels
Meets demanding objectives	Willing to try new approaches
Motivates others	

### **Transferable Experience Factors**

Applied leading edge technologies	Managed complex operations
Built cross functional teams	Overhauled ineffective methods
Built strong technical alliances	Project Management Experience
Chaired multi-functional teams	Re-engineered processes
Designed efficient systems	Skilled at crisis management
Experienced at change management	Streamlined processes
Experience with market leaders	Twenty + years experience
Fortune 500 experience	Worked closely with top management
High tech experience	
Improved productivity	
Integrated new technologies	
Made go/no go decisions	