

RESUME ACTION VERBS

FINANCIAL

Accounted Audited Budgeted Estimated Invested
Allocated Balanced Calculated Formulated Projected

CREATIVE

Adapted Designed Illustrated Invented Published
Conceived Developed Imagined Originated Revitalized
Composed Established Improvised Performed Updated
Created Forecasted Integrated Publicized Visualized

HUMAN RESOURCES

Advised Counseled Empowered Helped Joined
Assisted Encouraged Facilitated Guided Listened

COMMUNICATION

Arranged Consulted Explained Mediated Researched
Authored Corresponded Influenced Planned Promoted
Assigned Disseminated Interacted Presented Specified
Collaborated Drafted Interpreted Proposed Translated
Conducted Edited Introduced Reported Wrote

LEADERSHIP

Achieved Delegated Founded Judged Persuaded
Administered Directed Generated Led Produced
Assigned Enforced Governed Managed Provided
Chaired Evaluated Hired Motivated Recruited
Coached Expedited Initiated Negotiated Scheduled
Coordinated Formed Implemented Persuaded Staffed

RESEARCH

Assessed Compiled Drafted Organized Surveyed
Compared Defined Interviewed Solved Summarized

PROBLEM SOLVING

Adjusted Determined Examined Performed Selected
Analyzed Diagnosed Executed Recommended Simplified
Anticipated Directed Expanded Reconciled Solved
Changed Discovered Identified Reorganized Tested
Completed Doubled Planned Resolved Verified
Converted Eliminated Prepared Reviewed Utilized

TECHNICAL

Adapted Coded Inspected Mapped Repaired
Assembled Clarified Installed Operated Surveyed
Built Engineered Maintained Programmed Tested

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