



CV Keywords

Personality Adjectives	Tasks		Adverbs
Accurate	Accomplished	Managed	Effectively
Adaptable	Achieved	Mentored	Efficiently
Confident	Awarded	Modernised	Quickly
Consistent	Built	Motivated	Resourcefully
Creative	Coached	Negotiated	
Dedicated	Competed	Operated	
Dependable	Complemented	Orchestrated	
Driven	Created	Organised	
Experienced	Delegated	Performed	
Honest	Delivered	Planned	
Innovative	Designed	Presented	
Motivated	Developed	Produced	
Organised	Ensured	Published	
Proactive	Established	Redesigned	
Reliable	Exceeded	Reduced	
Responsible	Formulated	Represented	
Self-motivated	Founded	Resolved	
	Generated	Saved	
	Identified	Secured	
	Improved	Simplified	
	Increased	Spearheaded	
	Influenced	Streamlined	
	Launched	Supervised	
	Led	Tested	
	Leveraged	Trained	
	Liaised	Undertook	
	Maintained	Won	

Hard Skills List

Accounting Skills	Analytical Skills	Computer Skills
Auditing Banking Bookkeeping CRM systems Payroll Quickbooks	Database management Data engineering Diagnostics Research	Microsoft Office Suite - <i>Excel, Word, Powerpoint</i> Typing Video conferencing

Management skills	Marketing Skills	Technical skills
Human Resources Logistics Planning Project management Sales	Affiliate marketing CMS Google Analytics, Adwords PPC SEO Social media	Artificial Intelligence Coding ability- <i>HTML, CSS, Javascript</i> Programming

Design Skills	Writing Skills
Acrobat Illustrator Photoshop	CMS Editing Foreign language Proofreading Reporting Translation

Soft Skills List

Soft Skills			
Adaptability Attention to detail Communication Conflict resolution Creativity Critical thinking	Decision-making Dependability Integrity Interpersonal Leadership Listening	Messaging Negotiation Patience Perseverance Positive attitude Problem solving	Project management Research Strong work ethic Team work Time management Trustworthiness