

# Skills Chart

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## (A) Accounting

### A05 Accounting Functions

- \_\_\_\_\_ A0501 General Ledger
  - \_\_\_\_\_ A050102 Journal Entries
- \_\_\_\_\_ A0502 Cash Management
  - \_\_\_\_\_ A050201 Cash Reconciliations
  - \_\_\_\_\_ A050202 Bank Deposits
- \_\_\_\_\_ A0503 Auditing
- \_\_\_\_\_ A0505 Payroll
  - \_\_\_\_\_ A050501 Garnishments
  - \_\_\_\_\_ A050502 Tax Filing
- \_\_\_\_\_ A0506 Accounts Payable
- \_\_\_\_\_ A0507 Budgets
- \_\_\_\_\_ A0508 Accounts Receivable
  - \_\_\_\_\_ A050801 Invoicing
  - \_\_\_\_\_ A050802 Collections
- \_\_\_\_\_ A0509 Financial Statements
  - \_\_\_\_\_ A050915 Balance Sheet
  - \_\_\_\_\_ A050947 Income Statements
  - \_\_\_\_\_ A050955 Profit and Loss (P&L)
- \_\_\_\_\_ A0511 Tax Preparation
  - \_\_\_\_\_ A051101 Tax Prep - Individual
  - \_\_\_\_\_ A051102 Tax Prep - Corporate
  - \_\_\_\_\_ A051103 Tax Prep - Small Business

### A11 Accounting Software

- \_\_\_\_\_ A1101 Peachtree
- \_\_\_\_\_ A1102 QuickBooks
- \_\_\_\_\_ A1103 Asset Management
- \_\_\_\_\_ A1104 Shop Floor Management

## (E) Other Services

### E01 Messenger / Dispatcher

### E03 Flagger

### E04 Supervisor / Foreman

### E06 Laundry Services

## (F) Finance

### F07 Banking

- \_\_\_\_\_ F0701 Teller
- \_\_\_\_\_ F0702 Personal Banker

### F09 Lending

- \_\_\_\_\_ F0905 Consumer Loans
  - \_\_\_\_\_ F090511 Consolidation
  - \_\_\_\_\_ F090523 Home Equity
  - \_\_\_\_\_ F090529 Mortgages
- \_\_\_\_\_ F0906 Business Loans

## (G) Food Services

### G01 Waiter / Waitress

### G02 Host / Hostess

### G03 Cook

### G04 Banquet Server

## (T) Professional Services

### T01 Engineering

- \_\_\_\_\_ T0123 Drafting/CAD/CAE
- \_\_\_\_\_ T0125 Electrical
- \_\_\_\_\_ T0151 Mechanical
- \_\_\_\_\_ T0177 Process Engineer

### T02 Chemistry

- \_\_\_\_\_ T0201 Lab Technician
- \_\_\_\_\_ T0202 Product Analysis

### T03 Graphic Design

### T04 Public Speaking

### T05 Law Enforcement

- \_\_\_\_\_ T0501 Police Officer
- \_\_\_\_\_ T0502 Security Guard

### T06 Sales

- \_\_\_\_\_ T0601 Retail
- \_\_\_\_\_ T0602 Telemarketing
- \_\_\_\_\_ T0603 Outside Sales

## (C) Office / Clerical

### C01 Customer Service

### C02 Data Entry

- \_\_\_\_\_ C0201 Alpha
- \_\_\_\_\_ C0203 Numeric 10 key

### C03 Receptionist / Switchboard

### C05 Secretarial

- \_\_\_\_\_ C0503 Executive
- \_\_\_\_\_ C0505 Legal
  - \_\_\_\_\_ C050501 Transcription
  - \_\_\_\_\_ C050502 Software
- \_\_\_\_\_ C0507 Medical
  - \_\_\_\_\_ C050701 Billing
  - \_\_\_\_\_ C050702 Scheduling
  - \_\_\_\_\_ C050703 ICD-9 /10 Coding
  - \_\_\_\_\_ C050704 Transcription
- \_\_\_\_\_ C0511 Insurance
  - \_\_\_\_\_ C051101 Claims
  - \_\_\_\_\_ C051102 Policies
- \_\_\_\_\_ C0513 General Office

### C12 Cashier

- \_\_\_\_\_ C1201 Retail
- \_\_\_\_\_ C1202 Office

### C13 General Office

- \_\_\_\_\_ C1301 Filing
- \_\_\_\_\_ C1307 Supply Inventory
- \_\_\_\_\_ C1309 Mail Room

### C17 Office Equipment

- \_\_\_\_\_ C1702 Scanner

### C18 Software

- \_\_\_\_\_ C1801 Word Processing
  - \_\_\_\_\_ C180101 Microsoft Word
  - \_\_\_\_\_ C180102 Google Docs
- \_\_\_\_\_ C1802 Spreadsheets
  - \_\_\_\_\_ C180201 Excel
  - \_\_\_\_\_ C180102 Google Docs
- \_\_\_\_\_ C1803 Email
  - \_\_\_\_\_ C180301 Outlook
  - \_\_\_\_\_ C180302 Novell GroupWise
  - \_\_\_\_\_ C180303 Other
- \_\_\_\_\_ C1804 Database
  - \_\_\_\_\_ C180401 Microsoft Access
  - \_\_\_\_\_ C180402 Other

## (N) Human Resources

### N01 HR Certifications

- \_\_\_\_\_ N0103 (PHR) Professional in H.R.
- \_\_\_\_\_ N0105 (SPHR) Senior Professional in H.R.

### N03 Time & Attendance

### N04 Employee Benefits

- \_\_\_\_\_ N0401 401k / Profit Sharing / Pensions
- \_\_\_\_\_ N0402 Insurance - Cafeteria

### N05 Policies & Procedures Development

- \_\_\_\_\_ N0501 Handbooks
- \_\_\_\_\_ N0502 Job Descriptions

### N06 Leave of Absence / FMLA

### N07 Training

### N08 Employee Relations

- \_\_\_\_\_ N0801 Interviewing/Hiring
- \_\_\_\_\_ N0802 Discipline / Terminations

### N09 Worker's Comp Administration

- \_\_\_\_\_ N0901 Investigation
- \_\_\_\_\_ N0902 Claims administration
- \_\_\_\_\_ N0903 MCO Relations
- \_\_\_\_\_ N0904 TPA Relations
- \_\_\_\_\_ N0905 Audits & Ratings Systems

**(I) Industrial Services****I03 Quality Control**

I0303 Electrical

I0305 Mechanical

I0307 Production Line

**I07 Material Handling/Casual Labor**

I0701 Light - under 25 lbs

I0703 Medium - 26 - 75lbs

I0705 Heavy Lifting - over 75lbs

**I09 Shipping / Receiving**

I0905 Load / Unload

I0911 Stock Clerk

I0913 Stock Picking / Packing

**I13 Maintenance**

I1301 Janitorial

I1303 Housekeeping

**I14 Mechanic/Repair**

I1402 Small Engine Repair

I1403 Motor Vehicle Mechanic

**I15 Landscaping/Grounds Keeping**

I1501 Grounds Keeping

I150101 Mowing / Weeding

I150102 Fertilization

I1503 Landscaper

I150301 Landscape Design

I150302 Maintenance

**I16 Welding**

I1601 Tig Welder

I1602 Mig Welder

I1603 Arc Welder

I1604 Certified Welder

**I17 Printing Services**

I1701 Binding

I1703 Offset Press Setup

I1711 Typesetting

I1713 Silk Screening

**I18 Machinist**

I1801 PLC

I1802 G &amp; M Codes

I1803 CNC (Milling, EDM, etc.)

I180301 Programmer/Setup

I1804 Equipment

I180401 Drill

I180402 Grinder

I180403 Lathe

I1805 Automated Robotics Mfg

**(R) Building & Construction****R01 Carpenter / Building Maintenance****R02 Construction**

R0201 Framing

R0203 Drywall

**R03 Plaster/Dry Wall****R04 Woodworking****R05 Electrical**

R0503 Low Voltage Wiring

R0505 Licensed Electrician

**R06 Blueprint Reading****R07 Painter**

R0701 Industrial Spray

R0703 Interior/Exterior

**R08 Concrete**

R0801 Finishing

R0802 Equipment

R080201 Saw

R080202 Mixer

**R09 Plumbing****(K) Other Languages Spoken / Understood****K01 Translator / Interpreter****K03 Braille****K05 German****K07 Spanish****K99 Other****(V) Vehicle/Equipment Operation or Repair****V01 Forklift**

V0101 Diesel

V0103 Electric

V0105 Gas

V0107 Propane

**V03 Professional Driving**

V0301 Chauffeur

V0303 Commercial

**V05 Heavy Equipment Operator**

V0501 Bulldozer

V0502 Backhoe/Trackhoe

V0503 Front End Loader

V0504 Drag Line

**V07 Delivery**

V0701 Light Truck - Less than 10,000 lbs GVW

V0702 Heavy Vehicle - 10,000+ lbs GVW

V0703 Tractor / Semi Trailer

V0704 Tractor / 2 Trailers

**(W) Manufacturing****W01 Machinery**

W0102 Press Operator

W0105 Blow-Molding

W0107 Brake Press

W0111 Coiler

W0117 Injection Mold

W011701 Metal

W011702 Plastic

W011703 Rubber

W0121 Machine Tender

W0125 Oven Tender

W0129 Punch Press / Stamper

W0131 Wood Sander

W0133 Sewing Machine - Commercial

W0135 Metal Shears

W0137 Shrink Wrapper / Heat Sealer

W0139 Industrial Sweeper

W0141 Wire-Wrapper

**W03 Hand Tools / Equipment**

W0301 Bandsaw

W0303 Drill Press

W0305 Hot Melt Adhesive

W0309 Power Stapler

W0311 Wood Router

W0312 Plasma Cutter

W0317 Shears

W0318 Calipers

W0319 Gauges

**W04 Assembly**

W0401 Electronic

W040102 Component ID

W040103 Electrical / Wiring

W040105 Semiconductor

W040106 Soldering

W0402 Mechanical

W0403 Production

**W06 Blueprint Reading**

W0601 Mechanical

**W08 Inventory Counts**