

Transferable Skills

act/perform	copy information	gather information	coordinate activities	follow directions	manage people
adapt to situations	correspond w/others	gather materials	cope w/deadlines	follow through	measure boundaries
advise people	create	generate	mediate problems	recruit people	supply
analyze data	delegate	guide/lead	meet the public	rectify	support
anticipate problems	deliver	handle complaints	memorize information	reduce costs	survey
appraise service	demonstrate	handle equipment	mentor others	refer people	synthesize
arrange functions	design	handle money	monitor progress	rehabilitate people	tabulate
assess situations	detect	illustrate	motivate others	remember information	take instructions
audit records	determine	imagine solutions	move materials	remove	tend equipment
bargain/barter	develop	implement	negotiate	repair	test
be cost conscious	direct others	improve	nurse	replace	think ahead
be responsible for	dispense information	improvise	nurture	report information	think logically
budget money	distribute	inform people	observe	research	tolerate interruptions
build	do precision work	initiate actions	obtain	resolve problems	track
buy products/services	do public relations work	inspect products	operate equipment	restore	train/teach
calculate numbers	draft	install	order goods/supplies	retrieve information	transcribe
chart information	drive	instruct	organize data	review	transfer
check for accuracy	edit	interpret data	organize people	run meetings	translate
classify information	encourage	interview people	organize tasks	schedule	travel
collect money	endure long hours	invent	own/operate business	seek out	treat
communicate	enforce	inventory	paint	select	troubleshoot
compute data	estimate	learn	perceive needs	sell	tutor
conceptualize	evaluate	learn quickly	perform routine work	separate	type
conduct	examine	liaise	persuade others	sequence	understand
construct buildings	exhibit	lift (moderate)	plan	service customers	unite people
consult w/others	expand	listen	plant	service equipment	update information
contact others	expedite	locate information	prepare materials	set goals/objectives	hand/eye coordination
contact w/others	explain	log information	print	set up equipment	use words correctly
control costs	explore	make/create	process information	set up systems	verify
control people	file records	make decisions	process materials	sew	visit
control situations	find information	make policy	produce	shape	visualize
converse w/others	fix/repair	manage a business	program	signal	volunteer
			promote	size up situations	weigh
			protect property	sketch	work quickly
			provide maintenance	socialize	write procedures
			question others	solve problems	write promo material
			raise money	sort	write proposals
			read reference books	speak in public	write reports
			recommend	study	write technical work
			record data	supervise	

(Adapted from the Workforce Solutions of Central Texas)