

JOB MATCHING SKILLS

PLEASE CHECK THE SKILLS AND PREFERENCES LISTED BELOW THAT APPLY TO YOU SO WE WILL BE BETTER ABLE TO MATCH YOUR QUALIFICATIONS WITH JOB OPENINGS.

Name: _____

SS#: _____

Certifications/Occupational

Licenses

- Airbrakes
- Asbestos Removal
- Audiology
- Auto Mechanics (certified) – ASE
- Bus Driver's License
- CPA
- Dental Hygienist
- Dialysis Nurse
- Doubles/Triples Endorsement
- Driver's CDLA
- Driver's CDLB
- Driver's CDLC
- Driver's Class D
- Electrician
- EMT
- FCC License
- Forklift Operator
- Hazardous Materials
- Home Health Aide (certified)
- Medical Assistant
- Midwife
- MSE
- NDT License
- Nurse Aide (certified)
- NYS Counselor (Specialty–School, Drug, etc.)
- NYS Inspection
- NYS Teacher (Specialty–English, History, etc.)
- Occupational Therapy
- Occupational Therapy Assistant
- Optician
- OSHA 40
- Passenger Endorsement
- Personal Care Aide
- Physical Therapy Assistant
- Physician Assistant
- Pilot's License
- Plumber
- Radiology
- Social Worker
- Speech Pathology
- Tanker
- Taxi Driver License
- Teacher Assistant
- Welder (See Construction)

Clerical

- Accounting
- Accounts Payable
- Accounts Receivable
- Balance Sheets
- Billing
- Bookkeeping
- Collections
- Customer Service
- Data Entry
- Dictaphone
- Filing
- Insurance
- Legal Terminology
- Machine Shorthand
- Medical Terminology

- Multi-Line Phone
- Payroll
- Public Contact
- Purchasing
- Real Estate
- Reception
- Reconciliations
- Scheduling
- Shorthand _____ WPM
- Switchboard
- Type _____ WPM
- Word processing
- Other _____

Computer Skills

- Adobe Photoshop
- Basic
- C++ Programming
- CAD
- COBOL
- COREL Draw
- Data Base Administration
- Dbase
- Desktop Publishing
- Develop/Write Programs
- DOS
- Fortran
- Fox Pro
- Graphic Arts
- Hardware Repair
- Help Desk
- Imaging
- Installation
- Internet
- JAVA
- LAN/WAN
- LINUX
- Logical Data Base
- Lotus 123
- Lotus Approach
- Lotus Notes
- Mainframe
- Mapics Upgrade
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Network
- Novell
- Optical Equipment
- PageMaker
- Pascal
- Peachtree
- Photoshop
- Physical Data Base
- Pixar Image
- Platforms
- PowerPoint
- Programmer
- Quarkxpress
- Quattropro
- Quicken
- Software Designer
- System Design
- Technical Assistance

- Tel Net
- Troubleshoot
- UNIX
- Visual Basic
- Web Page Design
- Windows Operating Systems
- Word Perfect
- Other _____

Construction (See Also Manufacturing)

- Bridges
- Buildings
- Cabinetry
- Commercial
- Finish Carpentry
- Heavy Equipment Operation
- Material Handling
- Own Tools
- Read Blueprints
- Roads
- Rough Carpentry
- Welder Mig Tig Structural

Food/Beverage Services

- Bake
- Bar Tender
- Bus Person
- Counter Worker
- Deli Cutter/Slicer
- Meat Cutter
- Operate Dishwasher
- Poultry Cutter
- Food Prep
- Fountain Worker
- Full Menu
- Host/Hostess
- Kitchen Maintenance
- Manager
- Purchasing
- Seafood Cutter
- Serve Drinks
- Server, Banquet
- Server, Formal
- Server, Informal
- Shake Drinks
- Short Order
- Supervisor
- Table Setup
- Vegetable, Fry, Sauce (Cook)

Health Care

- Acute Care
- Cardiology
- CCU
- Clinical
- CPR
- Draw Blood
- Drug Interactions
- EEG
- EKG
- Emergency Room
- First Aid
- Gastroenterology

- Geriatric
- HIV/AIDS
- ICU
- Infectious Disease
- In-Home Care
- Institutional Care
- Medical Records
- OB GYN
- Oncology
- Operating Room
- Orthopedics
- Patient Assessment
- Pediatric
- Pharmacology
- Phlebotomy
- Surgical
- Other _____

Maintenance/Technical Repair

- 110/220
- 3 Phase
- 440
- AC Inverters
- Analog Electronics
- Assemble Gear Systems
- Boilers
- Carpentry
- DC Drives
- Digital
- Electrical Codes
- Electrical Test Equipment
- High Voltage Apparatus
- HVAC
- Hydraulics
- Industrial Controls
- Install Electromechanical Controls
- Masonry
- Painting
- PLC Programming
- Plumbing
- Repair Cost Estimates
- Steam Fitting
- Troubleshooting
- Welding Mig
- Welding Tig
- Welding, Structural Combination
- Other _____

Manufacturing

- AOD Assembly
- Brazing
- CAD
- CMM Inspection
- CNC Programming
- Combination Welding
- Design Tools
- Fabricate Tools
- Fiber Optics
- Gas Welding
- Gauging
- Inspection
- ISO 9000 ISO 9001 ISO9002
- Machine Shop
- Mastercam
- Material Handling
- MIG Welding
- Nondestructive Testing
- Offset Machining

- Plastics
- Production Control
- Production Planning
- Production Scheduling
- Quality Assurance Techniques
- Read Blueprints
- Regrind Tools
- Reset Tools
- Rigging
- Set Up Operate Casting
- Set Up Operate CNC Machines
- Set Up Operate Cutting Machines
- Set Up Operate Drill Press
- Set Up Operate Electroplating
- Set Up Operate Extrusion
- Set Up Operate Fabric/Flat Mach.
- Set Up Operate Grinders
- Set Up Operate Lathes
- Set Up Operate Leather Machine
- Set Up Operate Machine Center
- Set Up Operate Milling Machines
- Set Up Operate Molding Machines
- Set Up Operate Press Brake
- Set Up Operate Printing Press
- Set Up Operate Punch Press
- Set Up Operate Screwing Machine
- Set Up Operate Serge Lock
- Set Up Operate Stamping Mill
- Sheet Metal
- Soldering
- Through-Hole Circuit Boards
- Welding (See Construction)
- Time Studies
- Upholstery
- X-Ray/Magnetic Inspection
- Other _____

Mechanical/Automotive/Repairs

- Aircraft
- All around Mechanic Car or Truck
- Appliances
- Auto Body
- Brakes
- Bus
- Detailing
- Diesel
- Foreign
- Frame Straightening
- Heavy Equipment
- Motorcycle
- Own Tools
- Reconditioning
- Renovating
- Small Engine
- Suspension
- Tire Replacement
- Transmission Repair
- Truck
- Tune ups
- Windshield Replacement
- Welding
- Other _____

Professional/Technical

- Auditing
- Avionics
- Codes
- Contract Administration

- Evaluations
- Fiber Optics
- Human Resources
- Import Export
- International Relations
- Labor Relations
- Legal
- Marketing
- Mediation
- Public Speaking
- Quality Control
- Research
- Residence Counselor
- Sales Inside Outside
- State Federal Relations
- Training
- Other _____

Retail Skills/Sales/Service

- Building Materials
- Buying
- Cashier/Scanner
- Clothing
- Cosmetics
- Counter Sales
- Customer Service
- Customer Service/Complaint Clerk Desk
- Demonstrate Products
- Electrical Supplies
- Flooring
- Hand and Power Tools
- Hardware
- Home Decorations
- Inventory
- Jewelry
- Lawn and Garden
- Loss Control
- Lumber Yard
- Ordering
- Paint
- Pharmacy
- Phone Sales
- Plumbing Supplies
- Purchasing
- Returns
- Sales
- Shoes
- Stocking
- Supervision
- Toys
- Other _____