

# List of Skills & Qualifications

## Hiatt Career Center

### Admin/Organizational

- Administrative Skills
- Attention to Detail
- Budgeting & Resource Management
- Coordinating
- Data Entry
- Documentation & Record Keeping
- Goal Setting & Prioritization
- Multi-tasking
- Organization
- Time Management

### Communication

- Active Listening
- Interpersonal Skills
- Interpreting & Summarizing Information for Others
- Language Skills
- Public Speaking & Presentation
- Reading Comprehension
- Verbal Communication
- Written Communication
- Teamwork & Collaboration

### Design & Media

- Artistic Abilities
- Branding
- Curriculum & Training Design
- Desktop Publishing Software (e.g. Adobe InDesign, Microsoft Publisher)
- Digital Marketing Fundamentals (e.g. Email Design, Campaign Strategy)
- Graphic Design Software (e.g. Adobe Illustrator, Adobe Photoshop)
- Marketing Tools (e.g. Knowledge of SEO, Google Analytics)

- Photography & Videography
- Social Media Content Creation & Copywriting
- Social Media Strategy & Management
- UX/UI Design
- Video Editing Software
- Visual Storytelling & Design

### Finance/Accounting

- Accounting Software (e.g. Quickbooks)
- Billing & Coding
- Financial Analysis & Software
- Financial Modelling
- Forecasting & Predictive Modeling
- Mathematical Skills
- Statistical Analysis & Software

### Interpersonal/Emotional Intelligence

- Advocacy
- Client Relations
- Conflict Resolution & Negotiation
- Constituent or Stakeholder Engagement
- Crisis Intervention
- Cross-Cultural Communication
- Cultural Competence
- Customer Service Skills
- Emotional Intelligence
- Empathy & Compassion
- Equity & Inclusion

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## Management/Leadership

- Coaching & Mentoring
- Decision Making & Judgement
- Initiative
- Monitoring, Assessment, & Evaluation
- Planning & Executing Tasks
- Project Management

## Problem Solving & Critical Thinking

- Creativity & Innovation
- Critical Thinking
- Problem Solving
- Sound Reasoning
- Strategic Thinking

## Professionalism & Adaptability

- Feedback Handling
- Professionalism
- Reliability & Dependability
- Stress Management
- Work Ethic & Integrity
- Adaptability & Flexibility
- Growth Mindset
- Resilience

## Research & Data

- Data Collection & Analysis
- Evaluation & Assessment

- Experimental Design & Hypothesis Testing
- Lab Techniques
- Library Software (e.g. Online Databases, Cataloging Software)
- Research Skills
- Scientific Writing (e.g. Research Reports, Grants, etc.)

## Technical

- Computer Programming or Coding
- Web Design
- 3D Modelling & Visualization
- AI & Machine Learning (e.g. ChatGPT)
- Cloud-based Data Sharing Software (e.g. Dropbox, Google Drive; Microsoft SharePoint)
- Customer Relationship Management (CRM) Software (e.g. Salesforce, HubSpot)
- Cybersecurity Awareness
- Electronic Health Records (EHR) Management
- Electronic Mail Software (e.g. Outlook, Gmail)
- Geographic Information Systems (GIS) Software
- Knowledge of Assistive Technologies (e.g. speech-to-text software, screen readers)
- Learning Management Systems (e.g. Moodle, Canvas, Blackboard)
- Presentation Software (e.g. Microsoft PowerPoint)
- Spreadsheet Software (e.g. Microsoft Excel, Google Sheets)
- Survey Software (e.g. Google Forms, Qualtrics)
- Tech-Savvy or Quick to Learn New Technologies
- Video Conference Software (e.g. Zoom, Microsoft Teams, Google Meet)
- Web Browser Software
- Word Processing Software (e.g. Microsoft Word, Google Docs)