

Skills Inventory Sheet

The following is a list of various office and labor tasks. Please check all items for which you have 6 months or more of experience. Submit this Inventory Sheet with your application

Accounting & Finance

- Accounts Payable
- Accounts Receivable
- Collections
- Invoicing
- Payroll
- Grant Writing/Administration
- Fund Accounting

Office/Clerical:

- Collating
- Copying
- Faxing
- Scanning
- 10 Key
- Data Entry
- Single-line Phone Skills
- Multi-line Phone Skills
- Receptionist
- Scheduling Appointments
- Greeting General Public
- Proofreading
- General Correspondence
- Transcription/Dictaphone

Typing wpm: _____

Computer Activities:

- Personal home computer
- Internet usage
- Charts/Tables (Word or Excel)
- Desktop Publishing
- Email
- Mail Merge functions
- Labels
- Spreadsheets
- Report Writing

Computer Software:

- Microsoft Access
- Microsoft Office
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- PowerPoint
- COGNOS
- Crystal Reports
- GIS
- Auto CAD

Computer Tech Support

- Help Desk
- Installation
- Network Administration
- Troubleshooting

Labor Experience:

- General Labor
- Janitorial
- Construction
- Stock Clerk
- Lawn Care
- Tree Trimming
- Underground Construction
- Painting
- Floor Buffing & Waxing
- Drywall
- Carpentry
- Cement Finishing

Mechanical Background:

- Electrical
- Plumbing
- Demolition
- Construction
- Automotive Repair
- Mechanical Repair
- Welding

Small Hand/Power Tools:

- Chain Saw
- Weed Whacker
- Push Lawnmower

Equipment Operation:

- Back Hoe
- Dump Truck
- Bobcat
- Fork Lift
- Riding Lawnmower
- Plow Truck

Miscellaneous:

- Michigan Driver's License
 - Commercial Driver's License
- Type of CDL endorsement(s) _____