

# Resume Core Competencies/ Keywords

<b>Accounting/Finance</b>	<b>Business Administration/ General, Executive Management</b>	<b>Health Care Administration</b>
Accounts Payable Accounts Receivable Credits and Collections Financial Analysis Asset Management Capital Budgets Corporate Tax Cost Accounting Cost/Benefit Analysis Operating Budgets Return on Equity Financial Planning Commercial Banking Risk Management	Business Development Capital Projects Process Improvement Cost Avoidance Cost Reduction Entrepreneurial Leadership Financial Management Long-Range Planning Margin Improvement Market Development Efficiency Improvement Relationship Management Profit and Loss (P&L) Management Team Building	Managed Care Service Delivery Case Management Clinical Services Patient Relations Preventative Medicine Risk Management Outpatient Care Provider Relations Assisted Living Rehabilitation Services Integrated Health Care Delivery
<b>Human Resources/ Organizational Management</b>	<b>Human Services/Social Sciences</b>	<b>Information Systems &amp; Telecommunications Technology</b>
Americans with Disabilities Act (ADA) Benefits Administration Employee Relations Electronic Applicant Screening Compensation Organizational Needs Assessment Position Classification Professional Recruitment Union Relations Competency-Based Performance Incentive Planning Labor Contract Negotiations Merit Promotion	Advocacy Behavior Management Casework Community Outreach Counseling Psychological Counseling Social Services Substance Abuse Testing Treatment Planning Vocational Placement Assessment Community Outreach	Advanced Technology Benchmarking Capacity Planning Database Design Data Communications Desktop Technology End User Support Firewall Network Administration Operating System Pilot Implementation Project Lifecycle
<b>Operations Management</b>	<b>Sales and Marketing</b>	<b>Social/Criminal Justice</b>
Cycle Time Reduction Distribution Management Environmental Health and Safety Inventory Control Just-In-Time (JIT) Materials Planning Operations Start-Up Order Fulfillment Performance Improvement Process Automation Value-Added Processes Workflow Optimization Yield Improvement	Customer Needs Assessment Customer Retention Brand Management Direct Sales Market Launch Market Positioning Profit and Loss (P&L) Profit Growth Promotions Revenue Stream Account Development Competitive Analysis Sales Forecasting Solutions Selling	Crisis Communications Emergency Preparedness Interrogation Safety Training Surveillance Asset Protection Electronic Surveillance Safety Training Corporate Security
<b>Supply Chain Management/Logistics</b>	<b>Education</b>	
Inventory Planning and Forecasting Just-In-Time (JIT) Purchasing Outsourced Procurement Request for Proposal (RFP) Supplier Management Vendor Sourcing Bid Review Contract Administration Fixed Price Contracts Subcontractor Negotiations	Instructional Design and Implementation Childhood Development Learning Environments Positive Interaction and Guidance Testing and Assessment Universal Design for Learning Child and Family Health and Safety Community Outreach Professional Development and Leadership Administration and Management	