

TRANSFERABLE WORK SKILLS

CASCADE CAMPUS ADVISING & COUNSELING OFFICE, PORTLAND, OR

Review the list of transferable skills and check all those you feel are skills you have:

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|--|--|---|
| <input type="checkbox"/> act/perform | <input type="checkbox"/> develop | <input type="checkbox"/> inspect product |
| <input type="checkbox"/> adapt to situation | <input type="checkbox"/> direct others | <input type="checkbox"/> install |
| <input type="checkbox"/> advise people | <input type="checkbox"/> do precision work | <input type="checkbox"/> instruct |
| <input type="checkbox"/> analyze data | <input type="checkbox"/> do public relations | <input type="checkbox"/> interpret data |
| <input type="checkbox"/> anticipate problem | <input type="checkbox"/> draft | <input type="checkbox"/> interview people |
| <input type="checkbox"/> appraise services | <input type="checkbox"/> drive | <input type="checkbox"/> invent |
| <input type="checkbox"/> arrange functions | <input type="checkbox"/> edit | <input type="checkbox"/> inventory |
| <input type="checkbox"/> assemble products | <input type="checkbox"/> encourage | <input type="checkbox"/> investigate |
| <input type="checkbox"/> assess situations | <input type="checkbox"/> endure long hours | <input type="checkbox"/> learn quickly |
| <input type="checkbox"/> audit records | <input type="checkbox"/> enforce | <input type="checkbox"/> lift(heavy) |
| <input type="checkbox"/> bargain/barter | <input type="checkbox"/> entertain | <input type="checkbox"/> lift(moderate) |
| <input type="checkbox"/> be responsible for | <input type="checkbox"/> establish | <input type="checkbox"/> listen |
| <input type="checkbox"/> budget money | <input type="checkbox"/> estimate | <input type="checkbox"/> log information |
| <input type="checkbox"/> build | <input type="checkbox"/> evaluate | <input type="checkbox"/> make decisions |
| <input type="checkbox"/> calculate numbers | <input type="checkbox"/> examine | <input type="checkbox"/> make policy |
| <input type="checkbox"/> chart information | <input type="checkbox"/> exchange | <input type="checkbox"/> manage a business |
| <input type="checkbox"/> check for accuracy | <input type="checkbox"/> exhibit | <input type="checkbox"/> manage people |
| <input type="checkbox"/> classify information | <input type="checkbox"/> expand | <input type="checkbox"/> measure boundaries |
| <input type="checkbox"/> collect money | <input type="checkbox"/> explain | <input type="checkbox"/> mediate problems |
| <input type="checkbox"/> communicate | <input type="checkbox"/> explore | <input type="checkbox"/> meet the public |
| <input type="checkbox"/> compile statistics | <input type="checkbox"/> file records | <input type="checkbox"/> memorize info |
| <input type="checkbox"/> conduct | <input type="checkbox"/> fix/repair | <input type="checkbox"/> mentor others |
| <input type="checkbox"/> confront others | <input type="checkbox"/> follow directions | <input type="checkbox"/> monitor progress |
| <input type="checkbox"/> construct buildings | <input type="checkbox"/> follow through | <input type="checkbox"/> motivate others |
| <input type="checkbox"/> consult with others | <input type="checkbox"/> gather information | <input type="checkbox"/> move materials |
| <input type="checkbox"/> contact others | <input type="checkbox"/> gather materials | <input type="checkbox"/> negotiate |
| <input type="checkbox"/> coordinate activities | <input type="checkbox"/> generate | <input type="checkbox"/> nurse |
| <input type="checkbox"/> cope with deadlines | <input type="checkbox"/> guide/lead | <input type="checkbox"/> nurture |
| <input type="checkbox"/> copy information | <input type="checkbox"/> handle complaints | <input type="checkbox"/> observe |
| <input type="checkbox"/> correspond w/others | <input type="checkbox"/> handle equipment | <input type="checkbox"/> operate equipment |
| <input type="checkbox"/> create | <input type="checkbox"/> handle money | <input type="checkbox"/> order goods/supplies |
| <input type="checkbox"/> deal with crisis | <input type="checkbox"/> help people | <input type="checkbox"/> organize data |
| <input type="checkbox"/> delegate | <input type="checkbox"/> illustrate | <input type="checkbox"/> organize people |
| <input type="checkbox"/> deliver | <input type="checkbox"/> imagine solution | <input type="checkbox"/> organize tasks |
| <input type="checkbox"/> demonstrate | <input type="checkbox"/> implement | <input type="checkbox"/> own/operate business |
| <input type="checkbox"/> design | <input type="checkbox"/> improve | <input type="checkbox"/> paint |
| <input type="checkbox"/> detail | <input type="checkbox"/> improvise | <input type="checkbox"/> perform routine work |
| <input type="checkbox"/> detect | <input type="checkbox"/> inform people | <input type="checkbox"/> persuade others |
| <input type="checkbox"/> determine | <input type="checkbox"/> imitate actions | <input type="checkbox"/> plan |

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|---|---|--|
| <input type="checkbox"/> plant | <input type="checkbox"/> sell | <input type="checkbox"/> track |
| <input type="checkbox"/> prepare materials | <input type="checkbox"/> separate | <input type="checkbox"/> train/teach |
| <input type="checkbox"/> print | <input type="checkbox"/> sequence | <input type="checkbox"/> transcribe |
| <input type="checkbox"/> process information | <input type="checkbox"/> service customers | <input type="checkbox"/> translate |
| <input type="checkbox"/> process materials | <input type="checkbox"/> service equipment | <input type="checkbox"/> travel |
| <input type="checkbox"/> produce | <input type="checkbox"/> set goals/ objectives | <input type="checkbox"/> treat |
| <input type="checkbox"/> program | <input type="checkbox"/> set up equipment | <input type="checkbox"/> troubleshoot |
| <input type="checkbox"/> promote | <input type="checkbox"/> set up systems | <input type="checkbox"/> tutor |
| <input type="checkbox"/> protect property | <input type="checkbox"/> sew | <input type="checkbox"/> type |
| <input type="checkbox"/> question others | <input type="checkbox"/> shape | <input type="checkbox"/> understand |
| <input type="checkbox"/> raise money | <input type="checkbox"/> signal | <input type="checkbox"/> unite people |
| <input type="checkbox"/> read reference books | <input type="checkbox"/> sketch | <input type="checkbox"/> update information |
| <input type="checkbox"/> recommend | <input type="checkbox"/> socialize | <input type="checkbox"/> upgrade |
| <input type="checkbox"/> recruit people | <input type="checkbox"/> solve problems | <input type="checkbox"/> use hand/ eye |
| <input type="checkbox"/> refer people | <input type="checkbox"/> sort | <input type="checkbox"/> coordinate |
| <input type="checkbox"/> rehabilitate people | <input type="checkbox"/> speak in public | <input type="checkbox"/> use words correctly |
| <input type="checkbox"/> remember info | <input type="checkbox"/> study | <input type="checkbox"/> verify |
| <input type="checkbox"/> replace | <input type="checkbox"/> supervise | <input type="checkbox"/> visit |
| <input type="checkbox"/> report information | <input type="checkbox"/> supply | <input type="checkbox"/> visualize |
| <input type="checkbox"/> research | <input type="checkbox"/> support | <input type="checkbox"/> volunteer |
| <input type="checkbox"/> resolve problems | <input type="checkbox"/> survey | <input type="checkbox"/> weigh |
| <input type="checkbox"/> restore | <input type="checkbox"/> take instructions | <input type="checkbox"/> work quickly |
| <input type="checkbox"/> retrieve information | <input type="checkbox"/> tend equipment | <input type="checkbox"/> write procedures |
| <input type="checkbox"/> review | <input type="checkbox"/> test | <input type="checkbox"/> write sales materials |
| <input type="checkbox"/> run meeting | <input type="checkbox"/> think ahead | <input type="checkbox"/> write proposals |
| <input type="checkbox"/> schedule | <input type="checkbox"/> think logical | <input type="checkbox"/> write report |
| <input type="checkbox"/> select | <input type="checkbox"/> tolerate interruptions | <input type="checkbox"/> write technical work |