

## **Instructions for completing & submitting the SKILLS form–**

1. Open form
2. Fill in information for each field.
3. Save completed form in a location on your PC or smart phone that is familiar to you.
4. Open an email to Dwayne Butler ([dbutler@redcarpetemp.com](mailto:dbutler@redcarpetemp.com) )
5. Attach your saved file to this email.
6. Enter any information you want within the body of the email & hit the SEND button.

**Please Mark ONLY Skills**

**You Have Actual Experience Using:**

**Accounting:**

- A/P, A/R
- Accounting Auditor
- Accounting Auditor /Public
- Cash Flow Analyst
- Cash Management
- Collections
- Controller
- Cost Accounting
- CPA
- Full Charge Bookkeeper
- General Ledger
- Payroll
- Recordkeeper
- Sales Tax
- Spreadsheet Knowledge
- Taxes:
  - Individual
  - Multi State
  - Quarterly Fed
  - Payroll
  - State Filings

**Administrative:**

- Administrative Assistant
- General Manager
- Plant Manager
- Property Manager
- Sales Manager
- Warehouse Manager

**Automotive:**

- Auto Alarm Installation
- Auto Audio Installation
- Auto Body Fiberglass
- Auto Body Painting
- Auto Body Repair
- Auto Electrical Accessories
- Auto Glass Repair
- Car Wash
- Heating/A-C Service
- Mechanic
- Parts Counter Help
- Tire Technician
- Two Way Radio
- Communications Gear Installation

**Banking & Finance:**

- Banking & Finance
- Banking Bookkeeper
- Credit Bureau Experience
- Investments, IRAs, Etc.
- Loan Processor
- Proofing Department
- Savings & Loan
- Teller

**Certifications & Licenses:**

- Car Title
- Notary Public
- Real Estate License
- Teacher - "Certified"

**Clerical:**

- Bulk Mail Sorting
- Dictaphone
- Filing - alphanumeric
- General Data Entry
- Mail Clerk

- Multiline Phones
- PBX/Switchboard Operator
- Purchasing Agent
- Receptionist
  - General
  - Legal
  - Medical
  - Message Center
- Secretary
  - Banking
  - Construction
  - Engineering
  - Executive
  - Legal
  - Medical
  - Manufacturing
  - Purchasing
  - Telemarketing
  - "Other"
- Ten Key (by touch)
- Title Clerk
- Transcription - "other"
- Typing Skills

**Computer Hardware or I.T.**

**Experience:**

- PC Troubleshoot/Repair/Upgrade
- PC Certification
- PC Networking
- Setup / Maintain Website

**Computer Software:**

- Adobe Illustrator
- Adobe Photoshop
- AS 400
- Autocad
- Cisco
- Corel Draw
- CSS
- DBASE
- Desktop Publishing
- E-Mail Communication
- Embassy Security Suite
- EPIC Medical Software
- File Transfer Protocol (FTP)
- Firefox (by Mozilla)
- FOCUS
- Franklin Estimator
- Freelance Graphics
- Great Plains Accounting
- Hypertext Mark Up Language (HTML)
- Installation of Software
- Internet Access & Usage
- LAN / WAN
- LOTUS 123
- Macintosh
- MARS Medical Software
- MAS 90
- Med Tech Medical Software
- Medi-Soft Medical Software
- Microsoft Access
- Microsoft EXCEL
- Microsoft Internet Explorer
- Microsoft Office
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Works
- MRP/ERP Systems
- MS / PC Disk Operating System
- Netscape Internet Browser
- Networking Environment
- Novell

- One Site
- Page Maker
- Paradox
- Peach Tree (DOS Version)
- Peach Tree (for Windows)
- Persuasion
- Print Shop
- Professional Write
- Quark Express
- Quattro Pro
- Quick Books
- Quick Books Pro
- Quicken
- Rent Roll Apt Mgmt Software
- SAP Software
- Server 2008
- Social Networking
- Timberline
- Turbo Tax Accounting
- UNIX/LINUX/ZENIX Operating Systems
- Windows
  - Server 2003
  - Web Server 2003
  - 4.0 (for servers)
  - XP
  - 7
  - 8
- WordPerfect
- XHTML
- Other \_\_\_\_\_

**Construction:**

- Asphalt
- Brick Mason
- Carpenter
  - Framing
  - Finish
  - Helper
- Cement
  - Form
  - Pour
  - Tie Rebar
- Construction
  - Commercial
  - Residential
- Crew Leader
- Drywall Experience
- Electrician
  - Commercial
  - Helper
  - Industrial
  - Residential
  - Licensed
- Painting
  - Commercial
  - Industrial
  - Residential
- Plumber
  - Apprentice
  - Commercial
  - Helper
  - Journeyman
  - Licensed
- Roofing
- Sandblasting
- Scaffolding
- Sheet Metal
- Construction/Fabrication
- Siding Experience
- Steel Building
- Tape Measure

**Driver:**

- Backhoe Operator
- Bobcat
- CDL
  - Class A
  - Class B
  - Class C
- DOT Certified
- Dozer Operator
- Dump Truck
- Farm Tractor
- Front End Loader
- Goose Neck Trailer
- Grader Operator
- Haz Mat Endorsement
- Local driving Experience
- Mail Truck
- OTR driving experience
- Skid Steer
- Standard Transmission experience
- Tanker endorsement
- Trackhoe Operator
- Trencher
- Wrecker driver

**Engineer:**

- Civil Engineer
- Electrical Engineer
- Environmental Engineer
- Industrial Engineer
- Mechanical Engineer

**Food Service:**

- Banquet Server
- Bar Tender
- Caterer
- Chef
- Cook
- Kitchen help (Includes Dishwashing)
- Wait Staff Person

**Foreign Languages:**

- \_\_\_\_\_
- \_\_\_\_\_

**Human Resources:**

- Candidate Interviewing
- Candidate Reference Verifications
- Candidate Screening
- Certification
  - PHR
  - SPHR
  - GPHR
- Conflict Resolution
- Employee Disciplinary Actions
- Employee Evaluations
- Employee Harassment Claims Investigations
- Employee Terminations
- Employee Training
- Employment Law Tribunal
- Harassment Policy Training
- HR Assistant
- HR Benefits Coordinator
- HR Coordinator
- HR Director
- HR Generalist Certification
- HR Manager
- Personnel Clerk
- Qualified Mediator
  - Civil
  - Commercial
  - Employment

**Labor:**

- Asbestos Abatement
- General Labor / Clean Up
- Grain Elevator
- Hydro-blasting
- Iron Worker
- Lead Abatement
- Pipe Fitter
- Railroad "Car Man"
- Railroad "Valve Technician"
- "Shut Down" Experience
- Strip - Wax Floors

**Law Enforcement:**

- Parole Officer
- Police Officer
- Probation
- Security Officer

**Legal:**

- Court Reporting
- Deeds
- Estates
- Leases
- Legal Terminology
- Liens
- Paralegal
- Rental Agreements
- Transcription – legal
- Wills

**Maintenance:**

- A/C-D/C Drives
- Apartment Make Ready
- CNC Maintenance
- Commercial Maintenance
- Hydraulics
- Industrial Maintenance
- Level transmitters
- Multimeters, Amp Probes, Signal Source Detectors
- Phase Motor Controls
- Plant Maintenance – Machinery & Equipment
- Plant Maintenance – Electrical
- Pneumatics
- Pressure Flow Transmitters
- Single Phase Industrial Wiring
- Thermocouples
- Three Phase Industrial Wiring

**Manufacturing:**

- Calipers
- CNC Lathe Operator
- CNC Programmer
- Drill Press Operator
- Electrical Specialized Saws
- Grinder Press Operator
- Industrial Sewing Machines
- Machinist
  - Lathe Engine
  - Lathe Manual
- Maintenance
- Manual Lathe Operator
- Metal Fabricator Experience
- Micrometers
- Millwright
- Operating Hydraulics
- Operating Pneumatics
- Pallet Jack
- Plastic Molding
- Powder Coating
- Press Brake
- Production / Assembly Line
- Programmable Logic Controllers
- Punch Press
- Quality Control

- Radial Drill Operator
- Rake Machine Operator
- Roll Machine Operator
- Router Experience
- Scheduling
- Schematics Wiring
- Shear Machine Operators
- Shredder Cleanup
- Soldering
- Tool Die
- Tool Room Experience

**Mechanical:**

- Aircraft Mechanic
- Diesel Mechanic
- Electronics
  - Assembly
  - Quality Control
  - Read Schematics
  - Soldering
- Heavy Equipment Mechanic
- Industrial Mechanic
- "Mechanically" Inclined
- Rigger / Merchandise Assembly
- Small Engine Repair

**Medical:**

- Certified Nurses Aid (CNA)
- Claim Clerk
- Clinic Assistant
- CPR Certified
- Dental Assistant (Surgery)
- Dental Assistant (X-Ray)
- Dental Ins Coding
- Dental Terminology
- Emergency Medical Technician (EMT)
- Home Health
- ICD9-CPT Coding
- LVN/LPN
- Medical Billing
- Medical Terminology
- Medical Transcription
- Nursing
- Optical
- Oral Surgeon Assistant
- Patient Care Transport
- Pharmacist
- Pharmacist Assistant
- Pharmacy Technician
- Phlebotomist
- Registered Nurse
- X Ray Technician

**Miscellaneous:**

- Cashier
- Child Care
- Dry Cleaning experience
- Expediter
- Glass Repair – commercial
- Glass Repair - Residential
- Heating/A-C
- Housekeeping
- Install Overhead Doors
- Janitorial experience
  - Buff Floors
  - Strip Floors
  - Wax Floors
- Lawn Maintenance
  - Lay Sod
  - Mowing
  - Planting
  - Trimming Plants
- Meat processor:
  - Commercial Butcher
  - Meat Packing Plant
- Utilities

**Oil Field Experience:**

- Derrick Hand
- Driller Hand
- Floor Hand
- Land Rig
- Motor Hand
- Off Shore
- Tool Pusher
- Work Over

**Printing:**

- Collate/Stuffing
- Flexo Press Experience
- Folder
- Job estimator
- Offset Press Experience
- Rewind / Slitter Machine
- Screen Print
- Survey
- Typesetter
- Unspecified "General" printing Experience
- Web Press

**Professional Area:**

- Architectural Draftsman
- Electrical Draftsman
- Flight Attendant
- Flight Safety Instructor
- Geologist
- Licensed Barber
- Licensed Hair Stylist
- Marketing Professional
- Mechanical Draftsman
- Realtor

**Safety Compliances /****Management:**

- Author of Safety Programs
- Certified Pipeline Inspector
- Certified Welding Inspector
- Loss Control Specialist
  - Coordinator
  - Inspector
  - Manager
  - OSHA Regulations

**Sales Experience:**

- Advertising Sales / Design
- Customer Service Representative
- Industrial Sales
- Inside Sales
- Outside Sales
- Retail Sales
- Route Sales
- Telephone Sales

**Soft Skills: (CHOOSE 5 ONLY)(Rank 1-5, 5 being the greatest and 1 being the least.)**

- Ability to Follow Instructions
- Accept & Learn from Criticism
- Accountable
- Adaptability/Flexibility
- Assertive
- Common Sense
- Courteous
- Critical Thinking
- Deal Making
- Decisive
- Dependable
- Detail Oriented
- Disc Jockey
- Drug Free
- Energetic

- Finish What is Started
- Follow Rules
- Good Attendance
- Good Story Telling
- Good Communication
- Good References
- Grammar
- Honesty
- Integrity
- Leadership
- Math Skills
- Motivational
- Patience
- Problem Solving
- Quick Witted
- Read Body Language
- Safety Minded
- Stress Management
- Team Building
- Team Player
- Think Outside the Box
- Thorough
- Time Management
- Willingness to Learn
- Work Well Under Pressure
- Writing Skills

**Technical:**

- Blueprints
- Copier-Network Scanner
- Licensed Surveyor
- Non-Destructive Quality Control
- Testing
- Project Management
- Project Planner
- Surveyor
- Technical Support
- Technical Writer
- Telecommunications

**Warehouse:**

- Clamp Lift – Operator
- Computerized Shipping
- Dock Hand
- Forklift - "Certified"
- Forklift - "Not Certified"
- Inventory Control
- Loading
- Material Handling
- Order Picker
- Packer
- Packing Machine
- Purchasing Agent
- Shipping/Receiving
- Staging Orders
- Warehouse "General"

**Welding:**

- Aluminum
- Brazing
- Dual Shield/Flux Core
- "Certified"
- Fitter - Welder
- Gas
- MIG
- Pipe
- Plastic
- Pressure Vessels/Tanks
- Pulse Mig
- Sheet Metal
- Stainless Steel / TIG
- Stick / Heli-Arc
- Subarc
- Wire
- Welders Helper