

Hard Skills Sets That May Work for You



Administration Skills

- Excellent verbal and written communicator, adept at drafting correspondence
- Copied and filed documents so that work was correctly documented and all files were complete
- Great at handling all paperwork accurately and neatly
- Typed correspondence and performed general clerical duties
- Operated busy switchboard and fielded calls of all sorts
- Receptionist experience
- Responsible for bookkeeping, typing, phones, filing, supply inventory, and general office procedures
- Computer literate
- Adept at dispatching using both telephone and radio
- 50 wpm on the keyboard
- Researched and purchased office equipment and supplies

Customer Service and Sales

- Track record in winning customer trust
- Excellent customer problem-solving skills
- Handled customer inquiries and complaints; successfully resolved problems involving shipping delays and damages
- Professional attitude toward customer satisfaction, resulting in an excellent reputation with customers
- Served as liaison between corporate clients and vendors to coordinate schedules and production

Leadership Skills

- Experienced at organizing and taking action when needed
- Skilled at making alliances with workers and recruiting members
- Created and implemented strategies to solve problems such as:
 - Proven competence in working with others to focus activity on continuous improvement and cost effective value added work

Management Skills

- Successful supervisor for achievement of company goals
- Quality, detail, and cost oriented with proven ability to identify, analyze, and solve problems
- Demonstrated ability to motivate, increase productivity while reducing costs through team building and leading by example
- Qualified to supervise personnel who are involved with multiple job duties
- Scheduled and directed subcontractors and employees
- Hired, trained, and supervised work crews
- Owned and operated residential construction business
- Ability to balance books and handle finances in a responsible manner
- Streamlined numerous procedures to increase office efficiency and effectiveness
- Reviewed work for accuracy and quality, and ensured compliance with corporate standard
- Experience as Lead Person in factory as well as overseeing jobs for subcontractors, including estimating and supervision of personnel

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- Knowledge of labour laws and union contracts
- Planned work and supervised a crew doing layout, fabrication and welding activities

Manual Labour

- Hands-on knowledge of virtually all phases of construction
- Able to interpret blueprints, estimate costs, and bid jobs
- Ability to perform comprehensive bench repair, adjustment, overhaul, modification
- Complete set of tools and equipment
- Adapt readily to both domestic and foreign car repair
- Eight years experience in automotive diagnosis and repair
- 14 years experience in the auto parts and service industry
- Extensive experience and knowledge of warehouse operations and moving equipment
- Operated a forklift extensively and safely, transporting heavy loads within the warehouse
- Performed maintenance, troubleshooting, and repair on cars and trucks
- Took apart and fixed a wide variety of mechanical devices
- Extremely broad experience with all kinds of machine tools and materials
- Developed skills in safely using a variety of power tools
- Can perform light repair work as needed
- Analyzed blue prints and specifications of jobs
- Consulted with supervisors to resolve difficult installation and repair problems

- Skillfully used a variety of hand and power tools to accomplish tasks
- Learned to skillfully read blueprints and schematics
- Knowledgeable with industrial equipment and manufacturing processes
- Adept at performing routine inventory control and warehouse functions – experienced at handling shipping and receiving
- Skilled machine operator - wide background of experience on numerous machines
- Maintain quality control in various areas of production
- Managed and preserved organization of company products and equipment stored in warehouse
- Completely versatile in warehouse environment; able to perform any task

Driving Skills

- Excellent driving record, with over eight years experience behind the wheel
- Working knowledge of the Toronto and GTA areas
- Skilled in all facets of safe and defensive truck driving
- Extensive experience in the truck driving industry

Exceptional or Personal Skills

- Moderately fluent in Spanish, French or _____?
- 13 years experience in the care of _____
- Purchasing experience and expert knowledge of _____
- Proficient in analyzing system malfunctions
- Lifetime interest in nature and nature studies