



OFFICE OF
CAREER EDUCATION

Skills Statements

(304) 696-2370 | career@marshall.edu

- Strong computer skills using Microsoft Office
- Fluent in French/Japanese/Spanish; extensive experience living and traveling abroad
- Proven ability to work well with diverse populations
- Quick learner; work equally well independently or as a cooperative team member
- Excellent leadership, communication, and time-management skills
- Consistently promoted to increasingly responsible positions
- Solid academic record; excellent references from professors and previous employers
- Nominated as “Outstanding Student Teacher of the Year”
- Extensive experience working with mainstreamed special education students
- Strong work ethic; highly motivated and goal oriented
- Effectively manage many different responsibilities simultaneously
- Motivated self-starter with an aptitude for learning new skills quickly
- Handle crisis situations in calm and capable manner
- Hard working and reliable; able to collaborate in a team endeavor
- Strong analytical and problem-solving skills
- Positive and confident personality blended with strong work ethic
- Able to work well under pressure
- Creative, high-energy problem solver
- Proven ability to work independently or as a collaborative team member
- Solid communication, organization, and leadership skills
- Can effectively handle high pressure situations in a professional and effective manner
- Demonstrate diplomacy and patience in dealing with customers
- Successfully initiated and developed _____ program
- Work effectively with minimal supervision
- Effectively manage multiple complex tasks
- Maintain composure under pressure
- Consistently recognized as having excellent interpersonal skills
- Goal oriented individual who is able to work well under pressure to meet deadlines
- Able to maintain a sense of humor in difficult situations
- Able to effectively manage operations, including hiring, training, and supervising staff
- A loyal, team-spirited individual; able to reach and exceed goals
- Skilled in coaching, counseling, and aiding people in making decisions
- Plan and organize work efficiently; good follow through with careful attention to detail
- Effective at getting the job done
- Recognized for high ethical standards in all work performed
- Skilled in explicit, concise writing and editing
- Trained public speaker; able to clearly illustrate difficult-to-understand subjects
- A high-energy, enthusiastic individual who excels in challenging and competitive environments
- Skills in problem-solving and troubleshooting
- Able to reach targeted goals
- High energy; worked 30 hours per week while attending full-time
- Strong work ethic; financed college with scholarships, grants, and part-time jobs
- Skilled negotiator; able to resolve differences
- Task-oriented; meet deadlines while maintaining accuracy and detail
- Attuned to detail while able to see the big picture

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