|  |  |  |  |
| --- | --- | --- | --- |
| **Creative** | **Investigative** | **Management/Leadership** | **Management/Leadership cont’d** |
| acted | accumulated | accelerated | mastered |
| adapted | analyzed | achieved | merged |
| built | ascertained | alleviated | orchestrated |
| combined | assimilated | appointed | organised |
| composed | clarified | approved | originated |
| conceptualized | classified | assigned | outmanoeuvred |
| condensed | compared | asserted | overhauled |
| created | compiled | attained | oversaw |
| customized | correlated | authorized | pioneered |
| designed | critiqued | catapulted | planned |
| developed | described | centralized | presided |
| devised | detected | chaired | prioritized |
| directed | determined | championed | planned |
| edited | diagnosed | commanded | recommended |
| established | discovered | consolidated | rejuvenated |
| formulated | documented | controlled | re-organised |
| founded | evaluated | converted | replaced |
| generated | examined | co-ordinated | restored |
| innovated | explored | decided | reviewed |
| initiated | extracted | delegated | scheduled |
| integrated | extrapolated | dominated | seized (advantage) |
| introduced | gathered | doubled | spear-headed |
| invented | identified | eliminated | stimulated |
| modelled | inspected | enforced | streamlined |
| modified | interpreted | enhanced | strengthened |
| originated | interviewed | executed | supervised |
| perceived | investigated | generated | terminated |
| performed | located | handled | trebled |
| produced | measured | headed | won |
| revised | monitored | hired |  |
| revitalized | navigated | improved |  |
| shaped | researched | incorporated |  |
| sketched |  | increased |  |
| solved |  | instituted |  |
| transformed |  | led |  |
| wrote |  | managed |  |
| **Financial/Data Skills** | **Mentoring/Helping Skills** | **Interpersonal skills** | **Organisational/Practical skills** |
| adjusted | acted | argued (lawyers) | accumulated |
| allocated | adapted | adapted | adopted |
| anticipated | advocated | addressed | accomplished |
| appraised | aided | advised | engineered |
| assessed | answered | arbitrated | grouped |
| audited | arranged | articulated | implemented |
| balanced | briefed | communicated | installed |
| budgeted | clarified | composed | maintained |
| calculated | coached | conducted | monitored |
| checked | collaborated | consulted | modified |
| computed | contributed | contacted | obtained |
| conserved | consulted | conveyed | operated |
| corrected | co-operated | convinced | ordered |
| decreased | demonstrated | corresponded | prepared |
| disbursed | encouraged | debated | processed |
| earned | ensured | defined | procured |
| enumerated | expedited | described | programmed |
| equated | facilitated | enlisted | reconfigured |
| estimated | furthered | explained | rectified |
| forecasted | guided | expressed | redesigned |
| measured | helped | incorporated | regulated |
| programmed | informed | interacted | remodelled |
| projected | influenced | interfaced | repaired |
| realized | inspired | interpreted | replaced |
| reconciled | instructed | involved | retained |
| reduced | intervened | joined | scheduled |
| retrieved | motivated | mediated | screened |
| saved | prevented | negotiated | solved |
| simplified | provided | participated | standardized |
| slashed | referred | persuaded | tested |
|  | represented | presented | transcribed |
|  | resolved | proposed | updated |
|  | supported | reinforced | upgraded |
|  | taught | resolved | utilized |
|  | trained | suggested | validated |
|  | volunteered | translated | verified |

|  |  |  |  |
| --- | --- | --- | --- |
| accurate | dynamic | innovative | rational |
| adaptable | effective | methodical | recognised (for) |
| aggressive | efficient | meticulous | remarkable |
| analytical | energetic | motivated | resourceful |
| articulate | enthusiastic | organised | results-orientated |
| astute | entrepreneurial | outstanding | self-motivated |
| commended | excellent | perceptive | sensational |
| consistent | exceptional | persistent | shrewd |
| conscientious | exceeded expectations | phenomenal | state of the art |
| consummate | extraordinary | pioneering | striking |
| credited (for) | extensive experience | praised | successful |
| cutting edge | fast-paced | precise | tactful |
| decisive | flawless | proficient | talented |
| dedicated | ground-breaking | productive | team player |
| diligent | heralded | problem-solver | triumphant |
| diplomatic | high impact | proven track record | versatile |
| distinguished | impressive | ranked | victorious |