

OFFICE SERVICES SKILLS INVENTORY & PIC LIST

Name: _____

(Please indicate the number of years you have experience in this section only.)

| | | |
|--|---|--|
| <input type="checkbox"/> Bank Teller | <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Business Machine Operator |
| <input type="checkbox"/> Clerk Typist | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Executive Assistant | <input type="checkbox"/> Office Manager | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Secretary/Steno | <input type="checkbox"/> Word Processor | |

BOOKKEEPER

(Please place an X by the items you have experience in.)

| | | |
|--|--|---|
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Assistant |
| <input type="checkbox"/> Bank Reconciliation | <input type="checkbox"/> Billing | <input type="checkbox"/> Credit/Collections |
| <input type="checkbox"/> Full Charge | <input type="checkbox"/> General Ledger | <input type="checkbox"/> Payroll-Manual |
| <input type="checkbox"/> Payroll-Computer | <input type="checkbox"/> Profit/Loss | <input type="checkbox"/> Taxes |

CLERK

| | | |
|--|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Billing | <input type="checkbox"/> Coding |
| <input type="checkbox"/> Documentation | <input type="checkbox"/> File | <input type="checkbox"/> Inventory |
| <input type="checkbox"/> Mail | <input type="checkbox"/> Manual | <input type="checkbox"/> Records |
| <input type="checkbox"/> Supply | <input type="checkbox"/> 10-Key by Touch | <input type="checkbox"/> 10-Key by Sight |

CUSTOMER SERVICE

| | | |
|---|--|---|
| <input type="checkbox"/> Claims Processor | <input type="checkbox"/> Complaints | <input type="checkbox"/> Credit/Collections |
| <input type="checkbox"/> Customer Service Rep | <input type="checkbox"/> Dispatcher | <input type="checkbox"/> Host/Hostess |
| <input type="checkbox"/> Loan Processor | <input type="checkbox"/> Order Entry | <input type="checkbox"/> Repair Service |
| <input type="checkbox"/> Tracking | <input type="checkbox"/> Troubleshooting | |

DATA ENTRY

Personal Computer

RECEPTIONIST/OPERATOR

| | | |
|--|---|--|
| <input type="checkbox"/> Answering Service | <input type="checkbox"/> Call Director | <input type="checkbox"/> Central Office |
| <input type="checkbox"/> Communications Center | <input type="checkbox"/> Directory Assistance | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Overseas | <input type="checkbox"/> PBX | <input type="checkbox"/> Police/Fire/911 |
| <input type="checkbox"/> Receptionist | <input type="checkbox"/> Switchboard | |

TYPIST/WORD PROCESSOR

| | | |
|----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Braille | <input type="checkbox"/> Cryptographic | <input type="checkbox"/> Varitype |
|----------------------------------|--|-----------------------------------|

TERMINOLOGY

| | | |
|--|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Advertising | <input type="checkbox"/> Agriculture |
| <input type="checkbox"/> Banking/Finance | <input type="checkbox"/> Construction | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Government | <input type="checkbox"/> Insurance | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Meetings | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Purchasing | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Sales/Marketing | <input type="checkbox"/> Tax | <input type="checkbox"/> Travel |

OVER →

****BUSINESS EQUIPMENT****

| | | |
|---|---|--|
| <input type="checkbox"/> Answering Machine | <input type="checkbox"/> Banking Machines | <input type="checkbox"/> Burster |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Cash Register | <input type="checkbox"/> Copier |
| <input type="checkbox"/> FAX | <input type="checkbox"/> Laminator | <input type="checkbox"/> Mailroom Equipment |
| <input type="checkbox"/> Microfilm | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Packing Equipment |
| <input type="checkbox"/> Paper Folder | <input type="checkbox"/> Plastic Binder System | <input type="checkbox"/> Postage Meter |
| <input type="checkbox"/> Printers | <input type="checkbox"/> Scales/Balance | <input type="checkbox"/> Shorthand WPM (___) |
| <input type="checkbox"/> Slide Projectors | <input type="checkbox"/> Speed Writing/Notes | <input type="checkbox"/> Switchboard ___ # Lines |
| <input type="checkbox"/> Telephone ___ # Lines | <input type="checkbox"/> Teleprinters | <input type="checkbox"/> 10-Key Adding machine |
| <input type="checkbox"/> Time/Date Recorders | <input type="checkbox"/> Transcribing WPM (___) | <input type="checkbox"/> Typewriter WPM (___) |
| <input type="checkbox"/> Word Processor WPM (___) | | |

****SOFTWARE****

(Please indicate which releases you are familiar with.)

| | | |
|--|--|--|
| <input type="checkbox"/> Access/Microsoft (list version) | <input type="checkbox"/> Adobe Acrobat | <input type="checkbox"/> Adobe PageMaker |
| <input type="checkbox"/> AS 400 | <input type="checkbox"/> Desk Top Publishing | <input type="checkbox"/> Dreamweaver |
| <input type="checkbox"/> Excel/Microsoft (list version) | <input type="checkbox"/> Goldmine | <input type="checkbox"/> Harvard Graphics |
| <input type="checkbox"/> Lotus/1-2-3 (list version) | <input type="checkbox"/> MAS 90 | <input type="checkbox"/> Peachtree |
| <input type="checkbox"/> PowerPoint/Microsoft (list version) | <input type="checkbox"/> QuattroPro | <input type="checkbox"/> Quickbooks |
| <input type="checkbox"/> Quicken | <input type="checkbox"/> Spreadsheet | <input type="checkbox"/> Word/Macintosh (list version) |
| <input type="checkbox"/> Word/Microsoft (list version) | <input type="checkbox"/> Works/Microsoft | <input type="checkbox"/> WordPerfect (list version) |
| <input type="checkbox"/> Other _____ | | |

****HARDWARE****

| | | |
|--|-------------------------------------|------------------------------|
| <input type="checkbox"/> Apple/Macintosh | <input type="checkbox"/> Dictaphone | <input type="checkbox"/> IBM |
|--|-------------------------------------|------------------------------|

****POSITIONS****

| | | |
|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Supervise/Manage | <input type="checkbox"/> Line Staff | <input type="checkbox"/> Managers |
| <input type="checkbox"/> Executives | | |

****EXPERIENCE****

| | | |
|----------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Trainee | <input type="checkbox"/> 1 - 2 Years | <input type="checkbox"/> 3 + Years |
|----------------------------------|--------------------------------------|------------------------------------|

****LANGUAGES****

| | | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| ASL | Chinese | Filipino | French | German |
| <input type="checkbox"/> Read | <input type="checkbox"/> Read | <input type="checkbox"/> Read | <input type="checkbox"/> Read | <input type="checkbox"/> Read |
| <input type="checkbox"/> Speak | <input type="checkbox"/> Speak | <input type="checkbox"/> Speak | <input type="checkbox"/> Speak | <input type="checkbox"/> Speak |
| <input type="checkbox"/> Write | <input type="checkbox"/> Write | <input type="checkbox"/> Write | <input type="checkbox"/> Write | <input type="checkbox"/> Write |

| | | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Italian | Japanese | Korean | Portuguese | Spanish |
| <input type="checkbox"/> Read | <input type="checkbox"/> Read | <input type="checkbox"/> Read | <input type="checkbox"/> Read | <input type="checkbox"/> Read |
| <input type="checkbox"/> Speak | <input type="checkbox"/> Speak | <input type="checkbox"/> Speak | <input type="checkbox"/> Speak | <input type="checkbox"/> Speak |
| <input type="checkbox"/> Write | <input type="checkbox"/> Write | <input type="checkbox"/> Write | <input type="checkbox"/> Write | <input type="checkbox"/> Write |