**Administrative**
Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

**Financial**
Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecast
Managed
Marketed
Planned
Projected
Researched

**Helping**
Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Educated
Expedited
Facilitated
Familiarized
Guided
Referred
Rehabilitated
Represented

**Management**
Administered
Analyzed
Assigned
Attained
Chaired
Contracted
Coordinated
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw
Planned

**Research**
Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

**Technical**
Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repairs
Solved
Trained
Upgraded

**Teaching**
Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed

**Miscellaneous**
Accomplished
Achieved
Adjusted
Advertised
Anticipated
Applied
Approached
Budgeted
Collaborated
Compared
Conceived
Conciliated
Conducted
Controlled
Cooperated
Defined

**Communication**
Addressed
Arbitrated
Arranged
Authored
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Wrote

**Creative**
Acted
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Instituted
Integrated
Introduced

**Detailed**
Determined
Distributed
Estimated
Exchanged
Expanded
Governed
Handled
Hired
Innovated
Installed
Lead
Manipulated
Merchandised
Modified
Obtained
Participated
Perceived
Presented
Provided
Proposed
Raised Funds
Rectified
Re-Designed
Related
Renewed
Reported
Reduced
Scanned
Selected
Served
Staffed
Standardized
Synthesized
Transmitted
Updated
Utilized