**List of CV Active Words for CVs and Applications** 

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| **Management/****Leadership Skills**administeredanalysedappointedapprovedassignedattainedauthorisedchairedconsideredconsolidatedcontractedcontrolledconvertedcoordinateddecideddelegateddevelopeddirectedeliminatedemphasisedenforcedenhancedestablishedexecutedgeneratedhandledheadedhiredhostedimprovedincorporatedincreasedinitiatedinspectedinstitutedledmanagedmergedmotivatedorganisedoriginatedoverhauledoversawplannedpresidedprioritisedproducedrecommendedreorganisedreplacedrestoredreviewedscheduled streamlinedstrengthenedsupervised**Teaching Skills**adaptedadvisedclarifiedcoachedcommunicatedconductedcoordinatedcritiqueddevelopedenabledencouragedevaluatedexplainedfacilitatedfocusedguidedindividualisedinformedinstilledinstructedmotivatedpersuadedset goalssimulatedstimulatedtaughttestedtrainedtransmittedtutored | **Organization/****Detail Skills**approvedarrangedcataloguedcategorisedchartedclassifiedcodedcollectedcompiledcorrespondeddistributedexecutedfiledgeneratedimplementedincorporatedinspectedloggedmaintainedmonitoredobtainedoperatedorderedorganisedpreparedprocessedprovidedpurchasedrecordedregisteredreservedrespondedreviewedroutedscheduledscreenedset upsubmittedsuppliedstandardisedsystematisedupdatedvalidatedverified**Technical Skills**adaptedassembledbuiltcalculatedcomputedconservedconstructedconverteddebuggeddesigneddetermineddevelopedengineeredfabricatedfortifiedinstalledmaintainedoperatedoverhauledprintedprogrammedrectifiedregulatedremodelledrepairedreplacedrestoredsolvedspecialisedstandardisedstudiedupgradedutilised | **Communication/****People Skills**addressedadvertisedarbitratedarrangedarticulatedauthoredclarifiedcollaboratedcommunicatedcomposedcondensedconferredconsultedcontactedconveyedconvincedcorrespondeddebateddefineddescribeddevelopeddirecteddiscusseddraftededitedelicitedenlistedexplainedexpressedformulatedfurnishedincorporatedinfluencedinteractedinterpretedinterviewedinvolvedjoinedjudgedlecturedlistenedmarketedmediatedmoderatednegotiatedobservedoutlinedparticipatedpersuadedpresentedpromotedproposedpublicisedreconciledrecruitedreferredreinforcedreportedresolvedrespondedsolicitedspecifiedspokesuggestedsummarisedsynthesisedtranslatedwrote | **Research Skills**analysedclarifiedcollected comparedconductedcritiqueddetecteddetermineddiagnosedevaluatedexaminedexperimentedexploredextractedformulatedgatheredidentifiedinspectedinterpretedinterviewedinventedinvestigatedlocatedmeasuredorganisedresearchedsearchedsolvedsummarisedsurveyedsystematisedtested**Financial/****Data Skills**administeredadjustedallocatedanalysedappraisedassessedauditedbalancedcalculatedcomputedconservedcorrecteddetermineddevelopedestimatedforecastedmanagedmarketedmeasuredplannedprogrammedprojectedreconciledreducedresearchedretrieved | **Creative skills**actedadaptedbegancombinedconceptualisedcondensedcreatedcustomiseddesigneddevelopeddirecteddisplayeddrewentertainedestablishedfashionedformulatedfoundedillustratedinitiatedinstitutedintegratedintroducedinventedmodelledmodifiedoriginatedperformedphotographedplannedrevisedrevitalisedshapedsolved**More verbs for****Accomplishments**achievedcompletedexpandedexceededimprovedpioneeredreduced (losses)resolved (issues)restoredspearheadedsucceededsurpassedtransformedwon**Helping skills**adaptedadvocatedaidedansweredarrangedassessedassistedcared forclarifiedcoachedcollaboratedcontributedcooperatedcounselleddemonstrateddiagnosededucatedencouragedensuredexpeditedfacilitatedfamiliarisefurtheredguidedhelpedinsuredintervenedmotivatedprovidedreferredrehabilitatedpresentedresolvedsimplifiedsuppliedsupportedvolunteered |