

HELPING & TEACHING

Aided
Assisted
Advised
Attended
Cared
Clarified
Coached
Collaborated
Communicated
Conducted
Coordinated
Counselled
Delivered
Designed
Developed
Demonstrated
Diagnosed
Educated
Empowered
Enabled
Encouraged
Evaluated
Explained
Facilitated
Familiarized
Fostered
Guided
Handled
Implemented
Inspired
Instilled
Instructed
Maintained
Mentored
Modified
Monitored
Negotiated
Nurtured
Optimized
Presented
Promoted
Provided
Reassured
Referred
Rehabilitated
Represented
Served
Summarized
Supported
Synergized
Trained

CREATIVE

Composed
Conceived
Conceptualized
Constructed
Costumed
Created
Designed
Developed
Devised
Dramatized
Fashioned
Formed
Formulated
Founded
Illustrated
Improvised
Integrated
Introduced
Invented
Launched
Modernized
Modified
Molded
Optimized
Originated
Painted
Performed
Photographed
Pioneered
Presented
Produced
Promoted
Refined
Remodelled
Reshaped
Revitalized
Shaped

COMMUNICATION

Addressed
Authored
Briefed
Clarified
Communicated
Composed
Corresponded
Critiqued
Demonstrated
Drafted
Edited
Facilitated
Influenced
Interpreted
Interviewed
Introduced
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Presented
Proofread
Publicized
Published
Recruited
Reported
Researched
Summarized
Trained
Translated
Wrote

TECHNICAL

Assembled
Built
Calculated
Compiled
Computed
Designed
Detected
Developed
Devised
Drafted
Engineered
Expanded
Expedited
Fabricated
Formed
Generated
Improved
Inspected
Integrated
Launched
Maintained
Modified
Molded
Networked
Operated
Overhauled
Packaged
Prepared
Processed
Programmed
Reconstructed
Reduced
Repaired
Restored
Revamped
Solved
Streamlined
Surveyed
Systemized
Trained
Upgraded

OFFICE

Adjusted
Administered
Approved
Arranged
Assisted
Balanced
Budgeted
Catalogued
Classified
Collected
Compiled
Completed
Created
Determined
Dispatched
Documented
Drafted
Evaluated
Executed
Explained
Filed
Formulated
Generated
Implemented
Improved
Inspected
Liaised
Maintained
Managed
Monitored
Operated
Ordered
Organized
Packaged
Planned
Prepared
Processed
Provided
Purchased
Recorded
Retrieved
Scheduled
Screened
Searched
Secured
Solved
Specified
Systemized
Tabulated
Validated
Revamped
Revitalized



EFFICIENCY

Accelerated
Accomplished
Achieved
Adapted
Allocated
Arranged
Boosted
Centralized
Conserved
Contributed
Coordinated
Downsized
Eliminated
Enhanced
Evaluated
Executed
Expanded
Forecasted
Guided
Heightened
Improved
Increased
Initiated
Invented
Leveraged
Maximized
Merged
Navigated
Optimized
Organized
Outlined
Outsourced
Overhauled
Prevented
Prioritized
Proposed
Reconciled
Reduced
Reorganized
Reshaped
Revised
Revolutionized
Simplified
Solved
Standardized
Streamlined

RESEARCH & ANALYSIS

Analyzed
Applied
Articulated
Assessed
Balanced
Calculated
Clarified
Collected
Compared
Conducted
Constructed
Consulted
Critiqued
Detected
Determined
Diagnosed
Drafted
Evaluated
Examined
Exhibited
Experimented
Focused
Forecasted
Gathered
Generated
Grouped
Identified
Implemented
Improved
Increased
Influenced
Inspected
Installed
Integrated
Interpreted
Interviewed
Investigated
Located
Maintained
Manipulated
Measured
Observed
Performed
Pinpointed
Planned
Predicted
Processed

Produced
Proposed
Proved
Publicized
Questioned
Reported
Researched
Resolved
Reviewed
Saved
Searched
Screened
Shared
Showed
Solved
Sorted
Stimulated
Studied
Summarized
Supplied
Surveyed
Systemized
Tested
Validated

SALES & PERSUASION

Dissuaded
Expedited
Familiarized
Identified
Implemented
Improved
Increased
Inspired
Installed
Integrated
Investigated
Launched
Liaised
Manipulated
Marketed
Moderated
Negotiated
Presented
Promoted
Purchased
Realized
Resolved

MANAGEMENT

Advised
Approved
Assigned
Authorized
Chaired
Coached
Delegated
Determined
Developed
Directed
Ensured
Evaluated
Executed
Guided
Headed
Influenced
Improved
Increased
Initiated
Inspired
Integrated
Launched
Led
Managed
Mediated
Mentored
Monitored
Negotiated
Organized
Oversaw
Planned
Prioritized
Processed
Recommended
Redirected
Referred
Reorganized
Represented
Responded
Reviewed
Revitalized
Scheduled
Streamlined
Strengthened
Supervised
Trained

FINANCIAL

Adjusted
Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Bought
Budgeted
Calculated
Compared
Computed
Conciliated
Cut
Decreased
Developed
Dispensed
Distributed
Downsized
Economized
Eliminated
Financed
Forecasted
Funded
Generated
Increased
Invested
Maintained
Merchandized
Planned
Projected
Purchased
Reconciled
Reduced
Reshaped
Retailled
Saved
Shopped
Secured
Sold
Solicited
Sourced
Upgraded
Upsized



Additional Resource: [resume.com/georgebrown](https://www.resume.com/georgebrown)

St. James, 200 King Street (Room 155B), 416-415-5000 ext. 3818 sjcareercentre@georgebrown.ca

Casa Loma, 160 Kendal Avenue (Room C317), 416-415-5000 ext. 4100 clcareercentre@georgebrown.ca

Waterfront, 51 Dockside Drive (Student Success Hub), 416-415-5000 ext. 5301 wfcareercentre@georgebrown.ca

GBCareers - view job postings and events: gbcareers.georgebrown.ca

*Updated Feb 2020