

Please check skill codes on which you have had experience.					
x			x		
	ACPA	accounts payable		LONO	lotus notes
	ACRE	accounts receivable		LOOR	lotus organizer
	ACRO	acrobat		LOTU	lotus 1-2-3
	ACT	act! contact database		LPHO	light phones 1-4 lines
	ADOI	adobe illustrator		MACB	macbrush
	ALL	will work in all metro area		MACP	macpaint
	ANNA	will work in Annapolis		MACW	macwrite
	ARAB	speaks arabic		MAGIC	magic database
	AUDI	auditing		MAIL	mailroom
	BALT	will work in Baltimore		MASS90	mass 90
	BANK	bank reconciliation		MEDB	medical billing
	BETH	will work in Bethesda		MEDR	medical receptionist
	BPHO	busy phones 5-10 lines		MERL	merlin phone system
	CAD	computer aided design		MESS	messenger
	CENT	centrex phone system		MSAC	MS access
	CHIN	speaks chinese		MSOU	MS outlook/outlook express
	CODR	corel draw		MSPO	MS powerpoint
	COLL	collections		MSPR	MS project
	COPY	copiers		MSPU	MS publisher
	CPTC	cpt medical billing codes		MSWM	MS word/MAC
	CROF	will work in Crofton		MSWO	MS word/PC
	DATA	data entry		PAGE	pagemaker
	DC	will work in DC		PARA	paradox
	DICT	dictaphone		PAYR	payroll
	DIME	demension phone system		PBX	pbx phone system
	DTPU	desktop publishing		PEAC	peachtree accounting system
	EXCE	MS excel		PEOP	peoplesoft
	EXEC	executone phone system		PHOTO	photoshop
	FILE	filing		PROOF	proofreader
	FLCH	full charge bookkeeping		QUAR	quark express
	FMPR	file maker pro		QUAT	quattro pro
	FOXP	fox pro		QUBO	quickbooks
	FREN	speaks french		QUEN	quicken
	FRPA	front page		RAEDGE	raisers edge
	GENL	general ledger		ROCK	will work in Rockville
	GERM	speaks german		ROLM	rolm phone system
	GRPLAN	great plains accounting sys		RUSS	speaks russian
	HAGR	harvard graphics		SCAN	scanners
	HEBR	speaks hebrew		SHPR	shipping/receiving
	HORI	horizone phone system		SOLO	solomon accounting system
	HTML	HTML		SPAN	speaks spanish
	ICD9	icd9 medical billing codes		TENK	ten key adding machine/calcul.
	IMUS	imus database		VENT	ventura
	INTER	internet research		VIET	speaks vietnamese
	ITAL	speaks italian		VISI	visio
	JAPA	speaks japanese		WARH	warehouse
	JARV	jarvis		WDPF	word perfect (corel)
	KORE	speaks korean		WOPR	word pro
	LEGA	legal experience			
	LEXNEX	lexis/nexis			

Name _____ Date _____

Please add any other skills not listed on this sheet
