

## ***Resume Key Word List***

Below is a list of key words for functional areas or industries. Incorporate these terms into your resume to demonstrate your familiarity with a particular industry, function, or field to a potential employer.

### **Finance, Accounting & Auditing**

Accounts Payable	Equity Financing	Operating Budgets
Accounts Receivable	Feasibility Analysis	Operational Audits
Asset Disposition	Financial Analysis	Partnership Accounting
Asset Management	Financial Audits	Profit/Loss (P&L) Analysis
Asset Purchase	Financial Controls	Profit Gains
Audit Controls	Financial Models	Project Accounting
Audit Management	Financial Planning	Project Financing
Capital Budgets	Financial Reporting	Regulatory Compliance
Cash Management	Foreign Exchange (FX)	Auditing
Commercial Paper	Initial Public Offering (IPO)	Return on Assets (ROA)
Corporate Development	Internal Controls	Return on Equity (ROE)
Corporate Tax	International Finance	Return on Investment (ROI)
Cost Accounting	Investment Management	Revenue Gain
Cost Avoidance	Investor Accounting	Risk Management
Cost Reduction	Investor Relations	Shareholder Relations
Cost/Benefit Analysis	Job Costing	Stock Purchase
Credit & Collections	Letters of Credit	Strategic Planning
Debt Financing	Leveraged Buy-Out (LBO)	Treasury
Divestiture	Liability Management	Trust Accounting
Due Diligence	Make/Buy Analysis	Workpapers
Employee Stock Ownership Plan (ESOP)	Margin Improvement	
	Merger	

### **General Management, Senior Management and Consulting**

Advanced Technology	Customer Retention	Multi-Industry Experience
Benchmarking	Customer-Driven Management	Multi-Site Operations
Business Development	Decision-Making Authority	Management
Business Reengineering	Efficiency Improvement	New Business Development
Capital Projects	Emerging Business Venture	Operating Infrastructure
Competitive Market Position	Entrepreneurial Leadership	Operating Leadership
Consensus Building	European Economic Community (EEC)	Organizational Culture
Continuous Process Improvement	Executive Presentations	Organizational Development
Corporate Administration	Financial Management	Participative Management
Corporate Communications	Financial Restructuring	Policy Development
Corporate Culture Change	Global Market Expansion	Performance Improvement
Corporate Development	High-Growth Organization	Proactive Leadership
Corporate Image	Infrastructure	Process Ownership
Corporate Legal Affairs	Interim Executive	Process Reengineering
Corporate Mission	Leadership Development	Productivity Improvement
Corporate Vision	Long-Range Planning	Profit & Loss (P&L) Management
Cost Avoidance	Management Development	Profit Growth
Cost Reduction	Margin Improvement	Project Management
Crisis Communications	Market Development	Quality Improvement
Cross-Cultural Communications	Market-Driven Management	Relationship Management
Cross-Functional Team	Marketing Management	Reengineering
Leadership	Matrix Management	Reorganization
Customer Loyalty	Multi-Function Experience	Return On Assets (ROA)

Return On Equity (ROE)  
Return On Investment (ROI)  
Revenue Growth  
Sales Management  
Service Design/Delivery  
Signatory Authority

Start-Up Venture  
Strategic Development  
Strategic Partnership  
Tactical Planning/Leadership  
Team Building  
Team Leadership

Total Quality Management (TQM)  
Transition Management  
Turnaround Management  
World Class Organization

### **Human Resources**

American Disabilities Act (ADA)  
Benefits Administration  
Career Pathing  
Change Management  
Claims Administration  
College Recruitment  
Compensation  
Competency-Based Performance  
Corporate Culture Change  
Cross-Cultural Communications  
Diversity Management  
Equal Employment Opportunity (EEO)  
Employee Communications  
Employee Empowerment  
Employee Involvement Teams  
Employee Relations  
Employee Retention  
Employee Surveys  
Expatriate Employment

Grievance Proceedings  
Human Resources (HR)  
Human Resources Generalist Affairs  
Human Resources Partnerships  
Incentive Planning  
International Employment  
Job Task Analysis  
Labor Arbitration  
Labor Contract Negotiations  
Labor Relations  
Leadership Assessment  
Leadership Development  
Management Training & Development  
Manpower Planning  
Merit Promotion  
Multimedia Training  
Multinational Workforce  
Organizational Design  
Organizational Development

Organizational Needs Assessment  
Participative Management  
Performance Appraisal  
Performance Incentives  
Performance Reengineering  
Position Classification  
Professional Recruitment  
Regulatory Affairs  
Retention  
Safety Training  
Self-Directed Work Teams  
Staffing  
Succession Planning  
Train-the-Trainer  
Training & Development  
Union Negotiations  
Union Relations  
Wage & Salary Administration  
Workforce Reengineering

### **IS & Telecommunications**

Advanced Technology  
Applications Development  
Architecture  
Artificial Intelligence (AI)  
Automated Voice Response (AVR)  
Backbone  
Benchmarking  
CASE Tools  
Capacity Planning  
CD-ROM Technology  
Cellular Communications  
Client/Server Architecture  
Computer Science  
Cross-Functional Technology Team  
Data Communications  
Data Center Operations  
Data Dictionary  
Data Recovery  
Database Administration  
Database Design  
Database Server

Desktop Technology  
Disaster Recovery  
Document Imaging  
Electronic Data Interchange (EDI)  
Emerging Technologies  
Electronic Mail (Email)  
End User Support  
Enterprise Systems  
Expert Systems  
Fault Analysis  
Field Support  
Fourth Generation Language  
Frame Relay  
Geographic Information System (GIS)  
Global Systems Support  
Graphical User Interface (GUI)  
Hardware Configuration  
Hardware Development/Engineering  
Help Desk  
Host-Based System

Imaging Technology  
Information Technology (IT)  
Internet  
Joint Application Development (JAD)  
Local Area Network (LAN)  
Management Information Systems (MIS)  
Multimedia Technology  
Multiuser Interface  
Multivendor System Integration  
Network Administration  
Object Oriented  
Office Automation (OA)  
Online  
Operating System  
Parallel Systems Operations  
PC Technology  
Pilot Implementation  
Process Modeling  
Project Lifecycle  
Project Management  
Methodology

Rapid Application Development (RAD)  
Real Time Data  
Relational Database  
Remote Systems Access  
Research & Development (R&D)  
Resource Management  
Software Configuration  
Software  
Development/Engineering  
Systems Acquisition  
Systems Configuration

Systems Development  
Methodology  
Systems Documentation  
Systems Engineering  
Systems Functionality  
Systems Implementation  
Systems Integration  
Systems Security  
Technical Documentation  
Technical Training  
Technology Commercialization  
Technology Integration  
Technology Licensing

Technology Needs Assessment  
Technology Rightsizing  
Technology Solutions  
Technology Transfer  
Telecommunications  
Technology  
Teleconferencing Technology  
User Training & Support  
Vendor Partnerships  
Voice Communications  
Wide Area Network (WAN)

### **International Business Development**

Acquisition  
Barter Transactions  
Channel Development  
Competitive Intelligence  
Corporate Development  
Cross-Border Transactions  
Cross-Cultural Communications  
Diplomatic Protocol  
Emerging Markets  
Expatriate  
Export  
Feasibility Analysis  
Foreign Government Affairs  
Foreign Investment  
Global Expansion  
Global Market Position

Global Marketing  
Global Sales  
Import  
Intellectual Property  
International Business  
Development  
International Business Protocol  
International Financing  
International Liaison  
International Licensee  
International Marketing  
International Sales  
International Subsidiary  
International Trade  
Joint Venture  
Licensing Agreements

Local National  
Market Entry  
Marketing  
Merger  
Multi-Channel Distribution  
Network  
Offshore Operations  
Public/Private Partnership  
Technology Licensing  
Start-Up Venture  
Strategic Alliance  
Strategic Planning  
Technology Transfer

### **Manufacturing & Operations Management**

Asset Management  
Automated Manufacturing  
Capacity Planning  
Capital Budget  
Capital Project  
Cell Manufacturing  
Computer Integrated  
Manufacturing (CIM)  
Concurrent Engineering  
Continuous Improvement  
Cost Avoidance  
Cost Reductions  
Cross-Functional Teams  
Cycle Time Reduction  
Distribution Management  
Efficiency Improvement  
Environmental Health & Safety  
Equipment Management  
Ergonomically Efficient  
Facilities Consolidation  
Inventory Control

Inventory Planning  
Just-In-Time (JIT)  
Labor Efficiency  
Labor Relations  
Logistics Management  
Manufacturing Engineering  
Manufacturing Integration  
Manufacturing Technology  
Master Schedule  
Materials Planning  
Materials Replenishment  
System (MRP)  
Multi-Site Operations  
Occupational Health & Safety (OH&S)  
On-Time Delivery  
Operating Budget  
Operations Management  
Operations Reengineering  
Operations Start-Up  
Optimization

Order Fulfillment  
Order Processing  
Outsourcing  
Participative Management  
Performance Improvement  
Physical Inventory  
Pilot Manufacturing  
Plant Operations  
Process Automation  
Process Redesign/Reengineering  
Procurement  
Product Development & Engineering  
Product Rationalization  
Production Forecasting  
Production Lead Time  
Production Management  
Production Plans/Schedules  
Production Output  
Productivity Improvement

Profit & Loss (P&L)  
Management  
Project Budget  
Purchasing Management  
Quality Assurance/Quality  
Control  
Quality Circles  
Regulatory Compliance  
Safety Management  
Safety Training  
Shipping & Receiving Operation

**Sales & Marketing**

Account Development  
Account Management  
Account Retention  
Brand Management  
Business Development  
Campaign Management  
Competitive Analysis  
Competitive Contract Award  
Competitive Market Intelligence  
Competitive Product Positioning  
Consultative Sales  
Customer Loyalty  
Customer Needs Assessment  
Customer Retention  
Customer Satisfaction  
Customer Service  
Direct Mail Marketing  
Direct Response Marketing  
Direct Sales  
Distributor Management  
Emerging Markets  
Field Sales Management  
Fulfillment  
Global Markets  
Global Sales  
Headquarters Account  
Management  
High-Impact Presentations  
Incentive Planning  
Indirect Sales  
International Trade  
Key Account Management  
Line Extension  
Margin Improvement  
Market Launch  
Market Positioning  
Market Research  
Market Share Ratings  
Market Surveys  
Marketing Strategy  
Mass Merchants  
Multi-Channel Distribution  
Multi-Channel Sales

Six Sigma  
Spares & Repairs Management  
Statistical Process Control  
(SPC)  
Technology Integration  
Time & Motion Studies  
Total Quality Management  
(TQM)  
Traffic Management  
Turnaround Management  
Union Negotiations

Multimedia Advertising  
Multimedia Marketing  
Communications  
National Account Management  
Negotiations  
New Market Development  
New Product Introduction  
Product Development  
Product Launch  
Product Lifecycle Management  
Product Line Rationalization  
Product Positioning  
Profit & Loss (P&L)  
Management  
Promotions  
Profit Growth  
Public Relations  
Public Speaking  
Revenue Growth  
Revenue Stream  
Sales Closing  
Sales Cycle Management  
Sales Forecasting  
Sales Training  
Sales Presentations  
Solutions Selling  
Strategic Market Planning  
Tactical Market Plans  
Team Building/Leadership  
Trend Analysis

Value-Added Processes  
Vendor Management  
Warehousing Operations  
Work in Progress (WIP)  
Workflow Optimization  
Workforce Management  
World Class Manufacturing  
(WCM)  
Yield Improvement