



**MARCUS  
PERSONNEL  
INC.®**

*"Opening doors  
since 1984"*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**SKILLS SHEET**

**\*PLEASE INDICATE YEARS OF EXPERIENCE IN THE SPACE PROVIDED\***

● **INDUSTRY**

- Advertising \_\_\_\_\_
- Banking \_\_\_\_\_
- Communications \_\_\_\_\_
- Construction \_\_\_\_\_
- Data Processing \_\_\_\_\_
- Electronics \_\_\_\_\_
- Engineering \_\_\_\_\_
- Entertainment \_\_\_\_\_
- Finance \_\_\_\_\_
- Insurance \_\_\_\_\_
- Law \_\_\_\_\_
- Manufacturing \_\_\_\_\_
- Medical \_\_\_\_\_
- Oil/Gas \_\_\_\_\_
- Personnel \_\_\_\_\_
- Retail \_\_\_\_\_
- Sales/Marketing \_\_\_\_\_
- Transportation \_\_\_\_\_
- Utilities \_\_\_\_\_
- Other \_\_\_\_\_

● **ACCOUNTING**

- Manual Acct \_\_\_\_\_
- Automated Systems \_\_\_\_\_
- A/P \_\_\_\_\_
- A/R \_\_\_\_\_
- Credit/Collections \_\_\_\_\_
- Financial Stmtts \_\_\_\_\_
- Statistics \_\_\_\_\_
- Full Charge Bkpng \_\_\_\_\_
- General Ledger \_\_\_\_\_
- Quarterly Reports \_\_\_\_\_
- Payroll \_\_\_\_\_
- Taxes \_\_\_\_\_
- Other \_\_\_\_\_

● **ACCOUNTING SOFTWARE**

- QuickBooks \_\_\_\_\_
- Quicken \_\_\_\_\_
- Great Plains \_\_\_\_\_
- Peachtree \_\_\_\_\_
- Timberline \_\_\_\_\_
- SAP \_\_\_\_\_
- Abra \_\_\_\_\_
- Other \_\_\_\_\_

● **MEDICAL**

- Coding \_\_\_\_\_
- Billing \_\_\_\_\_
- Certification \_\_\_\_\_
- Other \_\_\_\_\_

● **LEGAL**

- Bankruptcy \_\_\_\_\_
- Civil \_\_\_\_\_
- Corporate \_\_\_\_\_
- Employment \_\_\_\_\_
- Estate Planning \_\_\_\_\_
- Family \_\_\_\_\_
- Insur. Defense \_\_\_\_\_
- Litigation \_\_\_\_\_

- Patent \_\_\_\_\_
- Oil & Gas \_\_\_\_\_
- Real Estate \_\_\_\_\_
- Personal Injury \_\_\_\_\_
- Securities \_\_\_\_\_
- Other \_\_\_\_\_

● **METHODS**

- 10 Key \_\_\_\_\_
- Dictaphone \_\_\_\_\_
- Fast Notes \_\_\_\_\_
- Gregg \_\_\_\_\_
- Speedwriting \_\_\_\_\_

● **LEGAL PACKAGES**

- Summation \_\_\_\_\_
- Soft Solutions \_\_\_\_\_
- Juris \_\_\_\_\_
- TimeSlips \_\_\_\_\_
- Other \_\_\_\_\_

● **LANGUAGE (S)**

\_\_\_\_\_ R W S  
\_\_\_\_\_ R W S

● **DATA BASE**

- Access \_\_\_\_\_
- Lotus Notes \_\_\_\_\_
- SQL \_\_\_\_\_
- Other \_\_\_\_\_
- HR Software \_\_\_\_\_
- Peoplesoft \_\_\_\_\_

● **WORD PROCESSING**

- WordPerfect (any) \_\_\_\_\_
- MS Word 2003 \_\_\_\_\_
- MS Word XP \_\_\_\_\_
- Other \_\_\_\_\_

● **SPREADSHEETS**

- Lotus 1-2-3 \_\_\_\_\_
- MS Excel 2003 \_\_\_\_\_
- MS Excel XP \_\_\_\_\_

● **DOCUMENTS**

- Correspondence \_\_\_\_\_
- Forms \_\_\_\_\_
- Contracts/Proposals \_\_\_\_\_
- Manuscripts \_\_\_\_\_
- Legal Documents \_\_\_\_\_
- Medical Reports \_\_\_\_\_
- Charts & Graphs \_\_\_\_\_
- Technical Documents \_\_\_\_\_
- Other \_\_\_\_\_

● **WEB TOOLS**

- CuteHTTP \_\_\_\_\_
- CuteFTP \_\_\_\_\_
- Internet Explorer \_\_\_\_\_
- Dreamweaver \_\_\_\_\_
- Terminal Server \_\_\_\_\_
- Citrix \_\_\_\_\_

● **COMMUNICATION**

- Winfax Pro \_\_\_\_\_
- PC Anywhere \_\_\_\_\_
- Other \_\_\_\_\_

● **E-MAIL CLIENTS**

- MS Outlook Express \_\_\_\_\_
- Exchange Server \_\_\_\_\_
- Eudora \_\_\_\_\_

● **BUSINESS GRAPHICS**

- Adobe Photoshop \_\_\_\_\_
- Adobe Pagemaker \_\_\_\_\_
- Adobe Framemaker \_\_\_\_\_
- Adobe InDesign \_\_\_\_\_
- Quark Express (Mac) \_\_\_\_\_
- Quark Express (Win) \_\_\_\_\_
- MS Publisher \_\_\_\_\_
- PowerPoint \_\_\_\_\_
- Corel Ventur \_\_\_\_\_
- Other \_\_\_\_\_

● **HANDHELDS**

- Palm \_\_\_\_\_
- Blackberry \_\_\_\_\_
- Sony \_\_\_\_\_
- HP \_\_\_\_\_

● **PROJECT MANAGEMENT**

- Microsoft Project \_\_\_\_\_
- Franklin Planner \_\_\_\_\_
- Other \_\_\_\_\_

● **NETWORK SYSTEMS**

- Windows (specify) \_\_\_\_\_
- Other \_\_\_\_\_

● **FLOW CHART/ ORG CHART**

- Visio Professional \_\_\_\_\_
- OrgPlua \_\_\_\_\_

● **PERSONAL ORGANIZATION SOFTWARE**

- Act! (all versions) \_\_\_\_\_
- Lotus Organizer (all) \_\_\_\_\_
- Goldmine \_\_\_\_\_

● **ANTI-VIRUS & SPYWARE**

- Symantec Norton \_\_\_\_\_
- Ad-Aware \_\_\_\_\_
- McAfee \_\_\_\_\_

**Office Use Only**

● **TEST SCORES**

- Word \_\_\_\_\_
- Excel \_\_\_\_\_
- Typing \_\_\_\_\_
- Other \_\_\_\_\_