



# Skills Portfolio

(highlight any word that describes you)

## PEOPLE SKILLS



### Team Working

Supportive, facilitator, organized, coordinator, deliverer, imaginative, delegator, open-minded

### Leadership

Dynamic, motivator, team-builder, confidence, booster, energetic, capable, outward-looking, accountable, visionary

### Interpersonal skills

Listener, adviser, counselor, politically aware, initiator, professional, co-operative, constructive, assertive

### Customer Orientation

Welcoming, friendly, caring, approachable, constructive, accommodating, tactful, diplomatic, tolerant

### Oral Communication

Educator, trainer, communicator, presenter, promoter, influencer, humorous, empathetic, telephone skills

### Foreign Language

Specific language skills, cultural awareness, international experience, written and oral expertise, sensitivity

## SELF-RELIANCE SKILLS



### Self Awareness /confidence

Purposeful, focused, reflective, perceptive, honest, self belief, objective, realistic, balanced

### Self-promotion skills

Positive, persuasive, pleasant, proactive, persistent, ambitious, opportunistic, promoter

### Initiative and proactivity

Resourceful, energetic, drive, flexible, self-starter, self-reliant, initiative, self disciplined

### Networking Skills

Initiator, trustful, personable, relationship-builder, persistent, developer, resourceful, respected

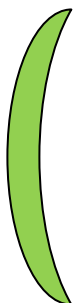
### Willing to Learn

Motivated, adaptable, enthusiastic, active, keen learner, inquisitive, continual improver

### Action planning

Decision-maker, planner, organized, negotiator, responsive, evaluator, forward thinker, target-driven, able to prioritize

## GENERALIST SKILLS



### Problem-solving

Achiever, successful, results-orientated, project management, creative, practical, logical, astute, agile mind

### IT/computer literacy

IT Skills, software packages, common sense, task-orientated, progressive, specific, office skills, keyboard skills

### Flexibility

Multi-disciplinary, flexible, versatile, multi-skilled, willing, obliging, mobile, adaptable

### Numeracy skills

Accurate, logical, problem-solver, detailed, methodical, consistent, quick thinker, analytical, thorough

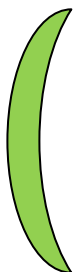
### Business acumen

Competitive, entrepreneurial, enterprising, commercial, foresight, budgeter, risk taker, effective written communication

### Commitment

Dedicated, trustworthy, conscientious, reliable, loyal, punctual, knowledgeable, experienced

## SPECIALIST SKILLS



### Company Specific Skills

Specialist knowledge e.g. product or market knowledge, specialist skills e.g. IT packages, unique language skills e.g. Chinese, specialist interpersonal skills e.g. public speaker

### Technical Skills

Professional, sector-based or functional skills, e.g. journalism, research, aerospace engineering, tax accounting, counseling, creative design, economist, personnel, sales, marketing

### Understanding commercial goals of company

Specialist understanding of an organization's goals, priorities and future direction (combination of self-reliance, business acumen and people skills)



NUI Galway  
OÉ Gaillimh

**Career Development Centre**  
Employability • Guidance • Opportunities