

Entrepreneurial Resume Keywords

Action Verbs

- Accomplished
- Achieved
- Adapted
- Adhered
- Administered
- Advanced
- Allocated
- Analyzed
- Assessed
- Attained
- Balanced
- Brainstormed
- Budgeted
- Centralized
- Championed
- Changed
- Clarified
- Coached
- Collaborated
- Communicated
- Completed
- Complied
- Conducted
- Consulted
- Controlled
- Coordinated
- Corrected
- Counseled
- Created
- Cultivated
- Designed
- Determined
- Developed
- Devised
- Directed
- Displayed
- Distributed
- Documented
- Eliminated
- Empowered
- Energized
- Enhanced
- Established
- Evaluated
- Exceeded
- Excelled
- Executed
- Expedited
- Explained
- Extracted
- Facilitated
- Finalized
- Followed-up / through
- Formed
- Fostered
- Founded
- Fulfilled
- Gained
- Generated
- Guided
- Handled
- Headed
- Hired
- Identified
- Implemented
- Improved
- Increased
- Initiated
- Innovated
- Installed
- Instituted
- Instructed
- Integrated
- Interacted
- Interpreted
- Introduced
- Investigated
- Launched
- Lead
- Managed
- Marketed
- Maximized
- Mentored
- Negotiated
- Networked
- Operated
- Optimized
- Ordered
- Organized
- Overcame
- Oversaw
- Participated
- Partnered
- Performed
- Piloted
- Pinpointed
- Planned
- Positioned
- Predicted
- Prepared
- Presented
- Prevented
- Processed
- Procured
- Produced
- Promoted
- Qualified
- Quantified
- Recognized
- Rectified
- Redefined
- Redesigned
- Related
- Resolved
- Restored
- Restructured
- Reviewed
- Revitalized
- Salvaged
- Satisfied
- Saved
- Screened
- Set-up
- Sold
- Sourced
- Strategized
- Streamlined
- Supervised
- Tailored
- Taught
- Trained
- Uncovered
- Unified
- Upgraded
- Utilized
- Validated
- Verified
- Wrote

Traits and Skills

- Accurate
- Active listening
- Adaptable
- Agile
- Articulate
- Attentive
- Capable / capability
- Collaborative
- Competitive edge / advantage
- Committed
- Communication
- Comprehensive
- Confident
- Conflict resolution
- Connected
- Consistent
- Contacts
- Cool under pressure
- Creative / creativity
- Critical thinking
- Cross functional
- Culturally conscious
- Decision maker
- Detail oriented
- Determination
- Diligent
- Directive
- Dynamic
- Effective
- Efficient
- Enthusiastic
- Ethical
- Expertise
- Facilitator
- Flexible
- Focused
- Follow-up
- Friendly
- Go getter
- Goal-oriented
- Hardworking
- High energy
- Imaginative
- Initiative
- Innovative
- Integrity
- Interpersonal skills
- Intuitive
- Investigative
- Judgment
- Leader
- Liaison
- Listening skills
- Mindful
- Motivated
- Negotiator
- Objective
- Opportunistic
- Organized
- Quality
- Quick learner
- Partner / partnering
- Passionate
- Patient
- Persuasive
- Planner
- Potential
- Prepared
- Proactive
- Problem solve(r)
- Productive
- Professional
- Proficient
- Prompt
- Provide / provision
- Punctual
- Reach
- Reliable
- Resourceful
- Respectable
- Respectful
- Responsive
- Results oriented
- Risk taker
- Salesmanship
- Self-starter
- Selfless
- Service
- Strategic
- Tactful
- Tactical
- Task oriented
- Teamwork
- Time manager / timely
- Trainer
- Transformative
- Troubleshooter
- Unifier/ unifying
- Visionary
- Well-written

Entrepreneurial Resume Keywords

Terms and Processes

- Alliance(s)
- Assessment and selection
- Asset management
- Association(s)
- Benchmarking
- Benefits
- Board of Directors
- Budgeting and fiscal control
- Business development
- Business reengineering
- Business restructuring
- Business writing strategies
- Capital/capital budget
- Coaching/employee coaching
- Community engagement/service
- Compliance
- Consultant
- Corporate administration
- Cost avoidance
- Culture management
- Customer retention
- Decision making
- Executive leadership
- Facilitation
- Facilities management
- Finance and accounting
- Fulfillment
- General management
- Growth
- Human resources
- Incentive programs/structures
- Information technology
- Investor(s)
- Labor relations
- Leadership development
- Leadership surveys
- Management/management principles
- Margin improvement
- Marketing
- Marketing collateral
- Mentoring
- Merger(s) and acquisition(s)
- Multi-site operations
- Negotiations
- Operating budget
- Operations
- Organizational behavior
- Organizational development
- Organizational effectiveness
- Partnership
- Performance improvement/management
- Planning
- Policies
- Problem Resolution
- Processes
- Procedures
- Process improvement
- Procurement
- Professional development
- Profit and Loss
- Program design
- Project development
- Project management
- Promotion
- ROA/ROE/ROI
- Recruitment
- Restructure
- Retention
- Sales
- Source/sourcing
- Staffing/scheduling requirements
- Start-up
- Strategic management/planning
- Succession planning
- Systems information/management
- Team building
- Trade
- Training and development
- Venture capital
- Vendor management
- Workflow reviews
- Workforce planning

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