

PRN Services

Name: _____

SS#: _____

Please mark ALL skills in which you have experience.

If you have additional skills not listed below, please write them on the back.

X	ACCOUNTING	X	DATA ENTRY	X	INDUSTRY EXP	X	SECRETARIAL	X	DESKTOP PUB	X	TRBLESHOOT
	Accountant		KPH _____		Oil & Gas		Secretary- Engr		Free Lance		Installation
	Accountant - CPA		< 2 yrs CRT exp.		Real Estate		Secretary- Exec		Harvard Graphics		Troubleshooting
	Accounts Payable		> 2 yrs CRT exp.		Restaurant		Secretary - Legal		MS Publisher		Other-
	Accts Receivable		Typing		Retail		Secretary - Medical		Pagemaker		
	Audit		Ten - Key Sight		Telecommunications		Transcription		Power Point		
	Bank Recon		Ten - Key Touch		Other -		Other-		Quark Express	X	SPREADSHEETS
	Billing		Other-						Other-		Excel
	Bookkeeper Asst.										Lotus 123
	Bookkeeper - F/C			X	GENL CLERKS	X	ACCT.SOFT				Quatro Pro
	Cashier	X	INDUSTRY EXP		Copy Machine		ACCPAC	X	OPER SYSTEMS		Other--
	Collections		Advertising		Customer Service		DAC Easy		AS 400		
	College Acct		Banking		File Clerk		Peachtree		Amisys		
	Cost Accountant		Brokerage		Inventory Clerk		Quick Books		DOS	X	PROCESSING
	Credit Check		Computer		Mailroom Clerk		Quicken		MacIntosh		Amipro
	Inventory		Construction		Microfilm / Fiche		Real World		Microsoft Netware		Display Write
	Joint Interest Bill		Education		Proof Reading		Solomon		Novell Netware		MS Word
	Lockbox		Engineering		Receptionist		Other-		Windows 3.1		MS Works
	Man Acct System		Financial		Sales Clerk				Windows 95		Word Perfect
	Payroll		Government		Shipping/Receiving Clerk				Windows 98		Word Pro
	Profit & Loss		Human Resources		Telemarketing	X	DATABASE		Windows NT		Other-
	Purchasing		Insurance		Other -		Access		Other-		
	Trial Balance		Leasing Agent				dBase				
	Other-		Legal				Paradox			X	SOFTWARE PKGS
			Loan Processing	X	SECRETARIAL		Other-	X	TRBLESHOOT		MSOffice ____
			Manufacturing		Admin. Asst.				Hardware Troubleshooting		Other-
X	DATA ENTRY		Marketing / Sales		Dictaphone				Help Desk		
	Data Entry - Alpha		Medical		Office Mgr	X	DESKTOP PUB		Network Troubleshooting		
	DataEntry- Numeric		Mortgage		Shorthand		Corel Draw		PC's - Upgrade / Repair		

