

# Examples of technical skills

## MS Office

Word  
Excel  
Outlook  
PowerPoint  
OneNote  
Access

## Google Drive

Docs  
Sheets  
Slides  
Forms

## Spreadsheets

Excel  
Google Sheets  
OpenOffice  
comparative analyses  
pivot tables  
macros  
link to database  
vertical lookups

## Email

mail merge  
filters  
folders  
rules

## Writing

WordPress  
SEO  
Yoast  
journalism  
technical writing  
ghostwriting

## Social Media

Facebook  
Twitter  
LinkedIn  
Instagram  
posts  
giveaways  
customer interaction

## Quickbooks

invoicing  
expense tracking  
accounts payable  
reports  
payroll

## Video Creation

shooting  
framing  
writing  
editing

## Phone skills

voicemail  
forwarding  
hold  
recording

## Productivity

Trello  
Slack  
Asana  
Todoist  
Zapier  
Basecamp

## Graphical

Photoshop  
Illustrator  
InDesign  
Acrobat  
Free Hand  
Corel Draw

## Web

HTML  
CSS  
JavaScript  
WordPress  
CMS

## Enterprise Systems

payment processing  
Oracle Netsuite  
Salesforce  
Enterprise Resource  
SAP

## Math

basic math  
arithmetic  
statistics  
algebra  
trigonometry  
geometry  
calculus

## Research

source checking  
networking  
outreach  
advanced Google search

## Programming Skills

C#  
SQL  
Java  
C++  
HTML  
JavaScript  
XML

See more specific examples in [Technical Skills for a Resume](#) article on Zety.com

# Technical Skills Level 3

**Daniela Niemeyer**



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