

How To Discover & Leverage Your Transferable Skills

What We'll Cover



01 HOW TO IDENTIFY YOUR
UNIQUE SKILLS

02 HOW TO LEVERAGE YOUR
SKILLS AUTHENTICALLY

- Re-structured out 3 times
- 4 Industry Transitions
- Multiple Role Transitions
- 12 Career Promotions
- Certified Career Coach





Identify Your Skills

JANE SMITH

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SUMMARY

An experienced executive assistant with the proven ability to support business stakeholders from Director to C-Suite. A follow through, supportive style, dedicated to completing projects to specification and on-time. Approach to work is collaborative, discreet, cooperative and thorough. Projects are completed with focus and emphasis on detail, accuracy, structure and care. Ability to influence cross-functional teams with a friendly, persuasive, empathetic manner.

PROFESSIONAL SKILLS

- Excel
- PowerPoint
- Outlook
- Word
- Adobe Illustrator

WORK EXPERIENCE**ARTISAN ARCHITECTURAL DESIGN**

July 2018 to present

Executive Assistant

Report directly to CEO. Prepare reports, file and organize documents, create presentations. Manage office budgets, implement and maintain procedures/office administrative systems. Deal with a wide variety of correspondence, complaints and inquiries. Cross-functional communication with staff and clients.

BENCHMARK HOME CONSTRUCTION

November 2014 to May 2018

Office Manager

Ensured smooth running of the office including supervising support staff. Managed office database, job site files, liaised with staff and suppliers. Accomplishments include communication and coordinating information for up to 50 job sites at a time. Clients and subcontractors were always kept apprised of project status.

CREATIVE MARKETING SOLUTIONS

September 2012 to November 2014

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EDUCATION**Arizona State University**

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Transferable Skills Examples

- Adaptability
- Organization
- Communication
- Problem-Solving
- Teamwork
- Leadership



Transferable Skills In Action

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- **Adaptability**
- **Collaboration**
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Hard Skills + Soft Skills

- Leadership and Management
- Communication and Organization
- Adaptable and Flexible

- VALUE



Leverage Your Skills

How To Showcase and Share **VALUE**

- What problems did you **SOLVE**
- How did you **INTERACT**
- What are your **STRENGTHS**
- What did you **DO**
- How did you **BEHAVE**
- What did you **CONTRIBUTE**



Transferable Skill Narrative

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Communication (Meetings)

- Convey ideas
- Share information
- Encourage discussion
- Open communication
- Lead and guide
- Maximize learning



Stellar Communicator.
Ability to **convey ideas** in a
convincing manner.



Stellar Communicator.

Leads and guides with empathy as a way to encourage discussion



Stellar Communicator.

Uses engaging storytelling
to share information



Stellar Communicator.

Successfully creates environments of mutual respect which allows for open communication and maximized learning.

How To Add The Extra Shot

- **SHOWCASE**
- **SHARE**
- **SELL**





The Picture of Success

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- What Happened?
- How Many?
- Results?
- Numerical Value?
- Improvements?
- Progress?



The Picture of Success

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- What Happened?
- How Many?
- Results?
- Numerical Value?
- Improvements?
- Progress?



Ensured smooth running of the office including supervising support staff.

Facilitated monthly meetings to entire staff resulting in improved visibility to ongoing projects and reduction of communication gaps.



**Facilitated monthly
meetings to entire staff**

- What?
- How Many?



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- Results?
- Improvements?

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Executive Assistant | Office Team Leader | Marketing Professional

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CORE COMPETENCIES AND ACHIEVEMENTS

- **Leadership and Management.** A friendly, empathetic, persuasive way of influencing others in the accomplishment of tasks and projects. Take on a specialist approach and mentality with an emphasis on structure and adhering to procedures. Exhibit a good-natured, supportive style in guiding team results. Created manual for on-boarding new clients, increased visibility to outcomes and improved deliverables.
- **Stellar Communicator and Advocate.** Ability to anticipate the needs of Executives and staff. Successfully adapt messages to differing audiences. Supportive, collaborative style with an emphasis on fostering cooperation. Launched online communication platform with 100% team participation.
- **Adaptability and Flexibility.** Proven ability to stay resilient, steady and efficient under pressure. Tasks and projects are accomplished through a dedicated, follow-through, supportive style. Ability to create a sense of connection in any circumstance. Navigated two Executive leadership changes while ensuring minimal affect to customer service standards and disruption to current projects.

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Why Does This Matter?

People have roles in their organization to solve problems. Your “tangible” experiences are only part of the solution.

Your transferable skills show your future employer what success looks like short, mid and long-term.

A minimalist desk setup featuring a wooden table with a succulent in a glass vase, a small blue object, and a red book. The background is a dark blue wall.

Questions?

Let's Connect

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programs :: elissashuck-careercoach.com

podcast :: Love Your Work Life