Key Words**

Administration / Management

Business Alliance Building	Employee Relations
Business Development	Leadership Development
Contract Negotiations	Logistic Operations
Contractual Relationships	One-time Agreements
Departmental Operating Budget	Operational Development
Departmental Policy & Procedures	Performance Evaluations

Administrative / Secretarial

Customer Development	Office Maintenance
Database Administration	Quality Customer Care & Retention
Front-end Operations	Word / Data Processing
Multi-line Communication System	

Accounting

Account Management	Collections
Accounting Software	Departmental Budgeting
Accounts Payable	Line-item Accounting
Accounts Receivable	Profit & Loss Reports
Benefits Administration	

Engineering

Biomedical	HVAC Distribution Systems
Blueprint Reading	ISO Auditor
CAD Concepts	Kinematic Analysis
Chemical	Linear Integrated Circuits
Civil	Manufacturing
Computer	Materials Science
Design Realization	Mechanical
Electrical	Metrology
Electrical Circuits & Instruments	Microprocessor / Microcontroller Systems
Electronic Communications & Technology	Optoelectronics
Equipment Measurement & Control	Programmable Controllers
Fluid Mechanics	Programming
Human Factors	Psychometrics

Healthcare

Assessment	Initial Therapies
Assisted Living Housing	Intake Personnel
Benefit Eligibility & Determinations	Long-term Care
Coding	Medical Billing & Transcription
Congregate Housing	Medical Evaluation
Emergency Response System	Medical Terminology
Extended Care	Patient & Quality Care
Holistic Healing	Short-term Care
In-home Services	

Human Resources

Affirmative Action / EEO Regulations	Personnel Training
Employee Orientation	Pre-employment Screening
Employee Relations & Mediation	Recruitment Programs
HR Program Development	Staffing / Scheduling Requirements
Labor Relations	State & Federal Rules and Regulations
Performance Development	Training / Orientation

Information Technology / Information Systems

Administrator	Integrator
Advisor	Internet
Analyst	Intranet
Architect	Planner
Client / Server Environment	Programmer
Consultant	Project Manager
Database Management Systems	Software & Network Operations
Designer	Specialist
Developers	System Maintenance & Upgrades
Development Manager	System Operator
Editor	Technical Support
End-user Software Applications	Technician
Engineer	User Support
Estimator	Web Applications
Hardware & Software Troubleshooting	Web Server Administration
Help Desk Assistance	Writer

Procurement / Purchasing / Inventory

Backorders	Just-in-time (JIT)
BidNet Interface	Loss & Damage Claims
Business-to-business	Negotiations & Logistics
Buyers	Production Control
Cash Control	Purchasing Procedures & Techniques
Claims	Rates
Containerization	Repairable Assets
Equipment Assets	Supply Chain Operations & Management
Import / Export	Tariffs
Inventory Control	Transportation

Legal

Family Law	Litigation Procedures
Law Office Management	Probate / Probation
Legal Researching & Writing	Subrogation Logistics

Sales

Client Base	Networking
Client Relationship Building	One-call Sale
Event Marketing	Outside / Inside Sales
Lead Groups	Promotional Tactics
Marketing Strategies	Selling Strategies
Material Forecasting	

*** Key Words information adapted from the following source:*

- *http://www.resumetoolbox.com/resume-key-phrases.html*