



COLLEGE OF BUSINESS

Business Career Center

KEYWORDS

For Supply Chain and Business Analytics Jobs

When creating a tailored résumé or professional profile, keywords are integral to improving your ability to match job requirements through an Applicant Tracking System (ATS). This resource will assist you in developing strong bullet statements that clearly articulate your skills and experiences to employers.

ACTION VERBS BY TRANSFERABLE SKILL

Leadership

Accomplished	Gained
Achieved	Initiated
Advanced	Instituted
Attained	Launched
Coached	Lead
Delegated	Led
Directed	Managed
Earned	Mentored
Enhanced	Oversaw
Established	Presided
Exceeded	Qualified
Excelled	Spearheaded
Executed	Supervised

Problem Solving

Adapted	Investigated
Arbitrated	Merged
Assessed	Optimized
Calculated	Overcame
Changed	Predicted
Converted	Projected
Decreased	Recommended
Determined	Reconciled
Devised	Rectified
Discovered	Resolved
Eliminated	Revamped
Identified	Revitalized
Improved	Uncovered
Increased	

Organized/Detail Orientation

Balanced	Planned
Centralized	Prevented
Classified	Prioritized
Completed	Reorganized
Coordinated	Restructured
Disbursed	Set-up
Distributed	Strategized
Integrated	Streamlined
Monitored	Structured
Organized	Tracked
Pinpointed	

Teamwork/Interpersonal

Advised	Partnered
Collaborated	Performed
Complied	Taught
Consulted	Trained
Engaged	Unified
Facilitated	

Verbal Communication

Assured	Presented
Communicated	Promoted
Followed up	Related
Followed through	Sold
Negotiated	

Written Communication

Documented	Prepared
Drafted	Tailored
Edited	Wrote
Introduced	

Technical

Budgeted	Operated
Built	Piloted
Delivered	Processed
Expedited	Reduced
Finalized	Regulated
Forecasted	Solidified
Fulfilled	Traded
Implemented	Transferred
Installed	Upgraded
Leveraged	Utilized

Analytical

Analyzed	Maximized
Benchmarked	Positioned
Clarified	Quantified
Conducted	Researched
Evaluated	Satisfied
Examined	Validated
Extracted	Verified
Liquidated	

Creativity

Conceived	Innovated
Created	Produced
Designed	Redefined
Developed	Redesigned
Formed	Restored
Generated	

See Terms, Processes,
Traits and Skills on Page 2

BUSINESS CAREER CENTER | HLH 141
M-F 8 a.m.-5 p.m. | 20-minute drop-ins, M-F 1-4 p.m.
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Keywords For Supply Chain and Business Analytics Jobs

Terms and Processes

Terms and processes can be integrated into bullet statements, cover letters, online summaries, elevator pitches and interviews to assist the reader in understanding how you have accomplished your tasks.

Analysis/analyzing
Analytics
Asset(s)
Asset management
Audit/auditing
Balanced scorecard
Benchmarking
Budget/budgeting
Business domain
Capital budget
Change management
Classification
Client/client base
Clustering
Coding
Compliance
Continuous improvement
Contract management
Contract negotiations
Cost benefit analysis
Cost reduction and avoidance
Cross-docking
Data cleaning
Data collection
Data management
Data mining
Data modeling
Database
Decision tree
Demand planning
Depreciation/accelerated depreciation
Descriptive analysis
Disbursements
Distribution
Due diligence
Efficiencies
Equity
Excel
Expenditures
Expense analysis
Exploration
Facility management
FAR/DAR

Fast-paced
Feasibility
Fleet management
Forecast/forecasting
Freight
Globalization
Goal(s)
Guarantee
HAZMAT
High stress
Import/export
Inflow/outflow
Internal controls
Internal quality audits
Inventory control
Interpretation
ISO 9001/9002
Just In Time (JIT)
JMP
Kanban inventory
Labor relations
Lean
Linear programming
Logistics
Logistics planning
Liabilities/liability
Markets
Materials planning
Mergers and acquisitions
MRP, MRP II, ERP
Ocean, air & land freight
Operating budget
Optimize
Outsourcing
Overhead
Performance improvement
Policies
Predictive analysis
Prescriptive analysis
Procedures
Process/processing
Process improvement
Procurement
Profit and loss
Project management
Python
R
Resource management
RFP/RFQ/RFI
Quarterly/year-end reporting
Reconciliations
Regulations
Relationship management
Reporting and analysis
Resource management
Risk management
SAS
Service level agreement

Shipping and receiving
Simulation
Six Sigma
SQL
Strategic planning
Statistical models
Statistics
Supplier
Supplier management
Tariff rating and traffic
Technology
TQM
Transportation
Truck load/LTL/cartage
Vendor management
Visualization
Warehouse management

Traits and Skills

Traits and skills can be integrated into bullet statements, cover letters, online summaries, elevator pitches and interviews. Be sure to choose skills and traits that align with the position description as well as the values and needs of the organization/industry.

Accountable
Accurate
Active listening
Adaptable
Agile
Analytical
Balanced
Capable
Careful
Communicative
Confident
Conflict resolution
Conscious
Consistent
Cooperative
Coordinator
Creative
Critical thinking
Cross functional
Curious
Decision-making
Dependable
Detail oriented
Determined
Diligent

Directive
Dynamic
Effective
Efficient
Ethical
Flexible
Focused
Efficient
Hardworking
Independent
Initiative
Intelligent
Interpersonal
Innovative
Integrity
Investigative
Judgment
Intuitive
Knowledgeable
Leader
Liable
Logical
Meticulous
Mindful
Motivated
Negotiations
Objective
Organized
Quality
Quantitative
Quick learner
Passionate
Prepared
Proactive
Problem solve(r)
Productive
Proficient
Professional
Planner
Precise
Prompt
Patient
Persuasive
Provide
Punctual
Reliable
Resourceful
Respectable
Respectful
Responsible
Responsive
Specific
Strategic
Tactical
Task oriented
Technical
Thorough
Troubleshooter