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| **Tessa** | **Khris** | **Riley** | **Marek** | **Alan** | **Anabela** |
| Accountancy | Microsoft Word | Microsoft Word | Administrative Functions | Microsoft Word | Customer Contact |
| Data Entry | Communication Skills | Communication Skills | Business Acumen | Python | Customer Service |
| Data Management | Computer Skills | Computer Skills | Building Relationships | Bilingual | Data Entry |
| Microsoft Excel | English | English | Microsoft Word | Communication Skills | Data Management |
| Communication Skills | Troubleshooting | Positive Disposition | Negotiation Skills | Computer Skills | Database Administration |
| Computer Skills | Positive Disposition | Presentation Skills | Project Management | Creative Problem Solving | Database Design |
| Creativity | Creativity | Troubleshooting | Building Effective Relationships | English as a Second Language | Microsoft Excel |
| English |  | Writing | Business Presentations | Positive Disposition | Microsoft Office |
| File Management |  |  | Communication Skills | Presentation Skills | Microsoft Powerpoint |
| Mathematics |  |  | Computer Skills | Troubleshooting | Microsoft SQL |
| Meeting Deadlines |  |  | Creative Problem Solving |  | Microsoft Word |
| Organisational Skills |  |  | Decision Making |  | Office Administration |
| Positive Disposition |  |  | English |  | Relational Databases |
| Time Management |  |  | File Management |  | Scheduling |
| Timelines |  |  | Initiative |  | Bilingual |
| Writing |  |  | Leadership |  | Communication Skills |
|  |  |  | Meeting Deadlines |  | Computer Skills |
|  |  |  | Persuasion |  | English |
|  |  |  | Planning |  | File Management |
|  |  |  | Presentation Skills |  | Meeting Planning/Facilitation |
|  |  |  | Progress Reports |  | Organisational Skills |
|  |  |  | Project Planning and Development Skills |  | Portuguese |
|  |  |  | Team Building |  | Telephone Skills |
|  |  |  | Team Work/ Collaboration |  | Training |
|  |  |  | Time Management |  |  |
|  |  |  | Timelines |  |  |
|  |  |  | Troubleshooting |  |  |
|  |  |  | Writing |  |  |