Skills

**LIS**

Cataloging

Indexing

HTML Coding

CSS Coding

JavaScript Coding

Reference Services

Shelving

Technology Support

Troubleshooting

Item Retrieval

**TFA**

Teaching

Lesson Planning

Classroom Management

Literacy Development

Conferencing

Project Management

Community Engagement

**LIT**

Copy Editing

Copy Writing

Adobe Photoshop Editing

Adobe Illustrator Editing

Research

Close Reading

Copyright Filing

Reporting

Workshopping

Lecturing

Presenting

Curriculum Writing

**CC**

Customer Service

Shipping

Sales Processing

Product Fulfillment

Product Ordering

Phone Etiquette

Retail Display Arrangement

Product Inventory

Warehouse Safety

**NGO**

Office Organization

Email Etiquette

Meeting Etiquette

Budgeting

Fundraising

Volunteer Coordinating

Event Planning

Public Speaking

Group Leadership

Team Management

Mentorship

Multicultural Communication

Tutoring

Data Management

Order Processing

Motivation