* Master Certified MS Office 2003
* MS Office 95-2010
* MS Project
* MS Visio
* MS SharePoint 2007-2010
* OneNote
* AdobePro X & XI
* Document Design & Formatting
* Corel Draw Suite
* UML
* Visio
* Streamline Administrative Processes
* Database Improvements
* Data Tracking
* Report Processes
* Project Management
* Task Management
* Goals
* Budgets
* Timelines
* GANTT Charts
* Technical Writing
* Web Master
* Marketing
* Business Owner
* HTML
* CSS
* JavaScript
* Perl
* VisualBasic
* Product Design & Development