

Action Verb	Sample Context
adapted	adapted a certain process to meet the company's changing needs
anticipated	anticipated a potential outcome and formulated a possible solution
achieved	achieved a goal or accomplishment
clarified	clarified ambiguities in various groups' understandings of a certain function
coached	coached a new employee or struggling teammate on ways to improve
collaborated	collaborated with another department to meet a common goal
communicated	communicated a difficult position to those affected by it
designed	designed a template for tracking certain data
eliminated	eliminated redundancies in a particular process
executed	executed management's plan for changing a certain procedure
implemented	implemented a new cost-saving measure
improved	improved employee morale
increased	increased sales by 7%
influenced	influenced team members to support a new company policy
initiated	initiated a study on how to eliminate some time-wasting procedures
led	led a team of employees on a particular project
managed	managed a group of interns
mentor	mentored a lower-level employee from another department
proposed	proposed a new way of handling a certain task
recommended	recommended a solution to a common problem
reduced	reduced unnecessary expenses
spearheaded	spearheaded an effort to increase efficiency
streamlined	streamlined a process to eliminate unnecessary steps
supervised	supervised the team in management's absence
trained	trained a newly hired employee

