

# EASE DIAGNOSTICS- GENERAL OFFICE SKILL ANALYSIS

Please rate yourself in the following areas on a scale of 0 to 5.

<b>0</b>	no experience or training
<b>1</b>	no experience, limited training
<b>2</b>	some experience, training
<b>3</b>	substantial experience
<b>4</b>	advanced user
<b>5</b>	expert

Contact Information	
Name:	
Address:	
Phone:	
Email:	

	Windows Vista/XP usage/experience
	Windows Explorer (locating files, paths, transferring, copying files)
	I understand directories/paths/folders
	I understand file names and file extensions
	MS Word Experience or equivalent:
	MS Excel Experience or equivalent:
	MS PowerPoint or equivalent:
	MS Access Experience or equivalent:
	PhotoShop, Versions:
	Illustrator, Versions:
	PageMaker, Versions:
	Quark Express, Versions:
	CorelDraw, Versions:
	FrontPage, Versions:
	Acrobat PDF, Versions:
	HTML, scripting languages
	AutoCAD, Versions:
	WinFax
	ACT, Versions:
	GoldMine, Versions:
	Graphic Arts Design
	Quick Books Pro or equivalent:
	Use of office machines (fax, postage meter, etc.)
	Database entry
	Database management
	Conversation skills
	Comfort level speaking on the telephone
	Comfort level speaking in person (presentations, trade shows, etc.)
	Presentation skills
	General Writing
	Technical writing
	Proposal writing
	Web Travel Reservations Experience
	Customer Service
	Technical Support
	Telemarketing
	Sales Experience
	Mail Room Experience

	able to work with a small team
	able to work with minimal supervision
	able to make and work within a schedule
	able to make and work within a budget
	Ability to supervise/manage
	Typing skills WPM:
	Filing systems and procedures
	Surfing the Web
	Using email
	Attach files to email

**Accounting Clerk Applicants**

	Automated Accounting Software Experience
	QuickBooks
	Accounts Payable
	Accounts Receivable
	Collections
	Payroll
	Payroll Tax Preparation
	Data Input
	Bank Reconciliation

Please return completed form, resume and salary requirements to:

EASE Diagnostics, Human Resources,  
 Scott Technology Park, RR 1 Box 285, Olyphant, PA 18447  
 Fax: 570-587-7081 Email: hr-08@obd2.com