

**H & H STAFFING SERVICES EXPERIENCE CHECKLIST**  
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<p><b>EDUCATION</b></p> <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> College Certificate Type: _____ <input type="checkbox"/> Associate's Degree Type: _____ <input type="checkbox"/> Bachelor's Degree Type: _____ <input type="checkbox"/> Master's Degree Type: _____	<p><b>CLERICAL</b></p> <input type="checkbox"/> Clerk <input type="checkbox"/> File Clerk <input type="checkbox"/> Mail Clerk <input type="checkbox"/> Data Entry Clerk <input type="checkbox"/> Accounting Clerk <input type="checkbox"/> Copy Room Clerk <input type="checkbox"/> Receptionist <input type="checkbox"/> Switchboard/PBX	<p><b>ADMINISTRATIVE</b></p> <input type="checkbox"/> Administrative Asst. <input type="checkbox"/> Executive Admin. Asst. <input type="checkbox"/> Accounting Admin. Asst. <input type="checkbox"/> Financial Admin. Asst. <input type="checkbox"/> Legal Admin. Asst. <input type="checkbox"/> Marketing Admin. Asst. <input type="checkbox"/> Real Estate Admin. Asst. <input type="checkbox"/> Engineering Admin. Asst.	<p><b>CUSTOMER SERVICE</b></p> <input type="checkbox"/> CSR - Phone <input type="checkbox"/> CSR - Personal <input type="checkbox"/> CSR - Counter <input type="checkbox"/> CSR - Supervisor <input type="checkbox"/> CSR - Manager <input type="checkbox"/> Call Center Calls Per Hour: _____
<p><b>OFFICE EQUIPMENT</b></p> <input type="checkbox"/> Typewriter <input type="checkbox"/> Memory Typewriter WPM: _____ <input type="checkbox"/> Ink Jet Printer <input type="checkbox"/> Laser Printer <input type="checkbox"/> Copy Machine		<p><b>COMPUTERS</b>          Word Processing</p> <input type="checkbox"/> AMI Pro-Version _____ <input type="checkbox"/> Lotus Word-Version _____ <input type="checkbox"/> MS Word-Version _____ <input type="checkbox"/> MS Works-Version _____ <input type="checkbox"/> WordPerfect-Version _____	<p><b>COMPUTERS</b>          Database/Spreadsheets</p> <input type="checkbox"/> Lotus 123-Version _____ <input type="checkbox"/> Lotus Approach-Version _____ <input type="checkbox"/> MS Access-Version _____ <input type="checkbox"/> MS Excel-Version _____
<p><b>COMPUTERS</b>          Publishing/Presentation</p> <input type="checkbox"/> Frame maker <input type="checkbox"/> PageMaker-Version _____ <input type="checkbox"/> Quark Express-Version _____ <input type="checkbox"/> Lotus Freelance <input type="checkbox"/> MS PowerPoint-Version _____		<p><b>COMPUTERS</b>          Miscellaneous</p> <input type="checkbox"/> Macintosh <input type="checkbox"/> MS Outlook <input type="checkbox"/> Lotus Notes <input type="checkbox"/> MS Explorer <input type="checkbox"/> Netscape Navigator	
<p><b>ACCOUNTING</b>          Positions</p> <input type="checkbox"/> Asst. Bookkeeper <input type="checkbox"/> Bookkeeper <input type="checkbox"/> Staff Accountant <input type="checkbox"/> Accountant <input type="checkbox"/> Asst. Controller <input type="checkbox"/> Controller <input type="checkbox"/> Dpt. Supervisor <input type="checkbox"/> Dpt. Manager		<p><b>ACCOUNTING</b>          Duties</p> <input type="checkbox"/> Payables <input type="checkbox"/> Receivables <input type="checkbox"/> Payroll <input type="checkbox"/> Post Cash <input type="checkbox"/> Billing <input type="checkbox"/> General Ledger <input type="checkbox"/> Collections <input type="checkbox"/> Fixed Assets	<p><b>BANKING</b></p> <input type="checkbox"/> Teller <input type="checkbox"/> CSR <input type="checkbox"/> Loan Processor <input type="checkbox"/> Loan Originator <input type="checkbox"/> Loan Officer <input type="checkbox"/> Remittance <input type="checkbox"/> Sales
<p><b>INSURANCE</b></p> <input type="checkbox"/> Claims Taker <input type="checkbox"/> Claims Processor <input type="checkbox"/> Claims Examiner <input type="checkbox"/> Claims Investigator <input type="checkbox"/> Claims Payment	<p><b>REAL ESTATE</b></p> <input type="checkbox"/> Agent <input type="checkbox"/> Appraiser <input type="checkbox"/> Loan Originator <input type="checkbox"/> Loan Processor <input type="checkbox"/> Loan Officer	<p><b>ENGINEERING</b></p> <input type="checkbox"/> Civil <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Aerospace <input type="checkbox"/> Nuclear <input type="checkbox"/> Safety <input type="checkbox"/> Computer	<p><b>LEGAL</b></p> <input type="checkbox"/> Paralegal <input type="checkbox"/> Lawyer