



Ukinebo Dare

has been awarded a certificate of accomplishment in the skill areas listed below:

Financial

Record Keeping

Bank Reconciliation
Bank Deposit
Petty Cash
Basic Math

Keyboarding /

Data Entry

Keyboarding
Keyboarding 2
10-Key
Data Entry 1: Vendor
Data Entry 2: Inventory
Data Entry 3: Invoice

Computer

Skills

Windows
Editing/Formatting from a
Rough Draft
Advanced Editing/Formatting
from a Rough Draft
Spreadsheet
Basic Excel
Basic Word
Intermediate Excel
Intermediate Word
PowerPoint
Database
Windows 7
Windows Vista
Windows XP
Outlook
QuickBooks

Clerical

Skills

Formatting A Letter
Transcription
Composing Minutes
Alpha Filing
Numeric Filing
Proofreading 1
Proofreading 2
Spelling
Reading Comprehension
Customer Service: Telephone
Telephone Order Entry
Record Locating
Applying Policies
Sentence Clarity

Legal / Medical

Professional

Legal Keyboarding
Legal Proofreading
Legal Terminology
Legal Transcription
Medical Keyboarding
Medical Proofreading
Medical Terminology
Medical Transcription



Test Site Poise Graduate School

Certificate ID 00001E61 Date of Completion August 5, 2014

Verify this certificate at <http://certificate.opac.com>