

SKILL INVENTORY MATRIX

Experience/ Job	Tech Skills	Biz Skills	Soft Skills	Characteristics	LOVES	HATES
Job 1	<ul style="list-style-type: none"> • Science: research methodologies, data collection, analysis • Lab/ instrumentation • Engineering skills • Machining skills • Computing – SW, platforms, and languages 		<ul style="list-style-type: none"> • Project Management • Accounting • HR and training • Procurement 	<ul style="list-style-type: none"> • Detail-oriented • Results-driven 		
Job 2			<ul style="list-style-type: none"> • Risk Management • Customer service • Sales and Marketing • Public and media relations 			
Volunteer experience			<ul style="list-style-type: none"> • Event planning • Grant writing • Operations • Vendor Relations 			
TAship			<ul style="list-style-type: none"> • Supply Chain Management • SOPs and safety protocols • Quality Assurance 	Soft Skills: <ul style="list-style-type: none"> • Oral and written comms • Leadership, teambuilding • Diplomacy, conflict management 		