

UNIVERSITY OF WALES TRINITY SAINT DAVID

CERTHE SKILLS FOR THE WORKPLACE

ACADEMIC AND EMPLOYABILITY SKILLS

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My Job Experience

- Documentation Office Agent
- Team Leader

ACADEMIC AND EMPLOYABILITY
SKILLS



Similarities

- Labeling, sorting and categorizing documents for ease of use.
 - Training employees
 - Multitasking ability.
- Outstanding organizational skills.

ACADEMIC AND
EMPLOYABILITY SKILLS



A man and a woman in a call center are giving each other a high-five. The man is standing and smiling, wearing a headset. The woman is sitting at a desk with a computer, also wearing a headset and smiling. They are both dressed in business casual attire. The background is a bright, modern office environment.

Documentation Specialist Job Description

Degree in communications or related field.
Proficiency with scanning and administrative technology.

Physical strength and stamina for heavy lifting.

Outstanding organizational skills.

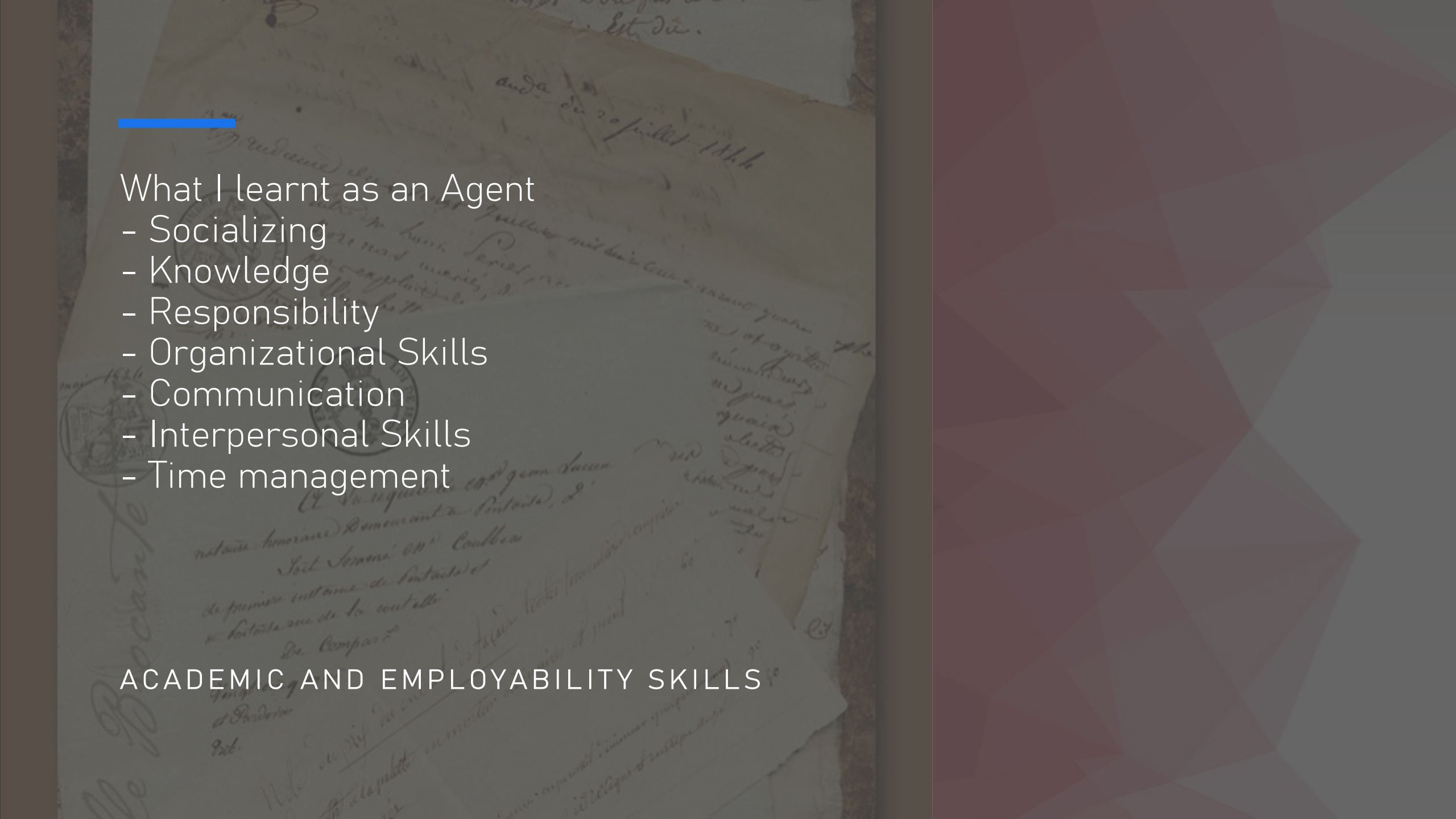
Multitasking ability.

Attention to detail.

Excellent written and verbal communication.

Good interpersonal skills.

ACADEMIC AND EMPLOYABILITY SKILLS



What I learnt as an Agent

- Socializing
- Knowledge
- Responsibility
- Organizational Skills
- Communication
- Interpersonal Skills
- Time management

ACADEMIC AND EMPLOYABILITY SKILLS



Thank you!

Presentation by
Nansi Tileva

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References

“Documentation Specialist Interview Question” (2021) - <https://www.betterteam.com/documentation-specialist-interview-questions> (Accessed on 11.04.2022)

ACADEMIC AND
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