**Jonathon Scott**

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<https://www.linkedin.com/in/jonscottdallas/>

<https://my.indeed.com/p/jonathons-s5a0c6c>

My personal website: [Jonathon-scott.com](http://www.jonathon-scott.com)

September 14, 2020

**Indeed.com Skills Tests**

<https://my.indeed.com/p/jonathons-s5a0c6c>

**Spreadsheets with Microsoft Excel — Proficient**

June 2020

**Management & Leadership Skills: Planning & Execution — Highly Proficient**

June 2020

**Management Fit — Highly Proficient**

June 2020

**Human Resources Skills: Compensation & Benefits — Highly Proficient**

June 2020

**Legal Skills — Highly Proficient**

June 2020

**Business Analyst — Highly Proficient**

June 2020

**CRM Skills with Salesforce — Expert**

June 2020

**Active Listening — Highly Proficient**

June 2020

**Verbal Communication — Highly Proficient**

June 2020

**Management & Leadership Skills: Impact & Influence — Highly Proficient**

June 2020

**Written Communication — Highly Proficient**

June 2020

**Cashier Skills — Highly Proficient**

June 2020

**Creating Presentations with Microsoft PowerPoint — Highly Proficient**

June 2020

**Data Entry — Highly Proficient**

June 2020

**Composing & Sorting Email with Microsoft Outlook (PC) — Highly Proficient**

June 2020

**Organizational Skills — Expert**

June 2020

**Attention to Detail — Highly Proficient**

June 2020

**English Communication Skills: Typing — Highly Proficient**

June 2020

**Customer Focus & Orientation — Highly Proficient**

June 2020

**Following Directions — Highly Proficient**

June 2020

**Working with MS Word Documents — Expert**

June 2020

**Call Center Customer Service - Highly Proficient**

July 2020

**Real Estate - Highly Proficient**

July 2020

**Workplace English - Expert**

August 2020

**Teamwork: Interpersonal Skills - Highly Proficient**

August 2020

### **Work Style: Conscientiousness - Highly Proficient**

September 2020

**Test Scores -** IBM Kenexa Prove It! on Cloud

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| --- | --- | --- |
| **Keyboarding (Typing) Speed**  Sep 2015  73 WPM | **Microsoft Excel**  Taken on Sep 2015  100% 30/30 | **Microsoft Word (Regular)**  Taken on Sep 2015  90% 27/30 |
| **Microsoft Word (Power User)**  Taken on Sep 2015  92% 23/25 | **Microsoft Word (Advanced)**  Taken on Sep 2015  80% 25/30 |  |

Skills Assessment Badges Earned on LinkedIn

* Microsoft Excel June 2020
* Microsoft Word June 2020
* Microsoft Outlook September 2020
* Adobe Acrobat June 2020