

# FLASHPOINT CHICAGO

A CAMPUS OF COLUMBIA COLLEGE HOLLYWOOD

## Administrative

activated  
altered  
assembled  
approved  
arranged  
catalogued  
classified  
collected  
compiled  
described  
dispatched  
edited  
estimated  
executed  
gathered  
generated  
implemented  
inspected  
listed  
maintained  
monitored  
observed  
operated  
organized  
overhauled  
prepared  
processed  
proofread  
published  
purchased  
recorded  
reduced  
retrieved  
screened  
specified  
streamlined  
systematized

## Assisting

advised  
aided  
assessed  
assisted  
brought  
clarified  
coached  
coordinated  
counseled  
dealt  
demonstrated  
diagnosed  
educated  
encouraged  
enlisted  
expedited  
facilitated  
familiarized  
guided  
helped  
inspired  
maintained  
modified  
performed  
referred  
rehabilitated  
represented  
supported  
upheld

## Communication

addressed  
arbitrated  
arranged  
authored  
communicated  
corresponded  
counseled  
developed  
defined  
directed  
drafted  
edited  
enlisted  
formulated  
influenced  
interpreted  
lectured  
mediated  
moderated  
motivated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
reunited  
renegotiated  
reported  
researched  
summarized  
spoke  
translated  
wrote

## Creative

acted  
applied  
composed  
conceived  
conceptualized  
created  
designed  
developed  
directed  
established  
evaluated  
fashioned  
formed  
formulated  
founded  
illustrated  
instituted  
integrated  
introduced  
invented  
loaded  
molded  
originated  
perceived  
performed  
planned  
presented  
produced  
refined  
rewrote  
updated

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## Financial

adjusted  
administered  
allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
compared  
computed  
developed  
estimated  
forecast  
forecasted  
managed  
marketed  
planned  
projected  
reevaluated  
reconciled  
researched  
sold

## Management

achieved  
administered  
analyzed  
assigned  
attained  
chaired  
conceived  
contracted  
consolidated  
coordinated  
decided  
delegated  
developed  
directed  
encouraged  
evaluated  
executed  
handled  
implemented  
improved  
incorporated  
increased  
inspired  
launched  
led  
managed  
motivated  
organized  
outlined  
oversaw  
planned  
prioritized  
produced  
recommended  
reevaluated  
rejected  
reported  
reviewed  
scheduled  
strengthened  
supervised  
united

## Research

clarified  
collected  
conceived  
critiqued  
detected  
diagnosed  
disproved  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
researched  
reported  
reviewed  
searched  
studied  
summarized  
surveyed  
systematized  
wrote

## Technical

analyzed  
assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
inspected  
maintained  
operated  
overhauled  
programmed  
remodeled  
repaired  
solved  
trained  
upgraded

## Training

adapte  
advised  
clarified  
coached  
communicated  
coordinated  
defined  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
guided  
informed  
initiated  
instructed  
lectured  
persuaded  
presented  
set goals  
stimulated  
taught  
trained  
updated

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## Other Action Verbs

anticipated	experimented	lectured	received	scheduled
arbitrated	explained	lifted	recommended	selected
ascertained	expressed	listened	reconciled	sensed
charted	extracted	logged	painted	separated
checked	filed	maintained	perceived	served
classified	financed	made	performed	sewed
collected	fixed	managed	persuaded	shaped
completed	followed	manipulated	photographed	shared
conducted	formulated	mediated	piloted	showed
conserved	founded	memorized	planned	sketched
consolidated	gathered	modeled	played	solved
constructed	gave	monitored	predicted	sorted
controlled	generated	motivated	prepared	summarized
coordinated	guided	navigated	prescribed	supervised
counseled	handled	negotiated	presented	supplied
created	headed	observed	printed	symbolized
decided	helped	obtained	processed	synergized
defined	hypothesized	offered	produced	synthesized
delivered	identified	operated	programmed	systematized
detailed	illustrated	ordered	projected	talked
detected	imagined	organized	promoted	taught
determined	implemented	originated	proof-read	tended
devised	improved	painted	protected	tested
diagnosed	improvised	perceived	provided	trained
directed	increased	performed	publicized	transcribed
discovered	influenced	persuaded	purchased	translated
dispensed	informed	photographed	recorded	traveled
displayed	initiated	piloted	recruited	treated
disproved	innovated	planned	reduced	troubleshoot
dissected	inspected	played	referred	tutored
distributed	installed	predicted	rehabilitated	typed
diverted	instituted	prepared	related	unified
dramatized	instructed	prescribed	rendered	united
drew	integrated	presented	repaired	upgraded
drove	interpreted	printed	reported	used
eliminated	interviewed	processed	represented	utilized
empathized	invented	produced	researched	verbalized
enforced	inventoried	programmed	resolved	warned
established	investigated	questioned	responded	washed
estimated	judged	raised	restored	weighed
evaluated	kept	read	retrieved	wired
examined	led	realized	reviewed	worked
expanded	learned	reasoned	risked	