

## Marketable Skills for Resume Building

Hard Skills	Soft Skills
Payroll processing	Active listening
Budgeting	Public speaking
Basic accounting principles	Verbal communication
Professional writing	Written communication
Business report writing	Decision making
Market research	Motivational skills
Office equipment operation	Conflict resolution
Basic computer skills	Collaboration
Data management	Relationship building
Business law fundamentals	Innovative
Expense tracking	Time management
Leadership	Problem solving
Calendar management	Confidentiality
Record keeping & filing	Cultural awareness
Phone etiquette	

## Employers within 50-mile radius of Victoria, Texas

- [A&A Bail Bonds](#)
- [Caterpillar](#)
- [Citizens Hospital](#)
- [City of Cuero](#)
- [City of Port Lavaca](#)
- [City of Victoria](#)
- [Consolidated Electrical Distributors, Inc.](#)
- [County of Victoria](#)
- [Detar Hospital](#)
- [DOW Chemical](#)
- [Express Employment Professionals](#)
- [Formosa Plastics](#)
- [Frost Bank](#)
- [Gulf Bend Center](#)
- [Health and Human Services Commission](#)
- [IBC Bank](#)
- [Industrial Independent School District](#)
- [Patterson UTI](#)
- [Performance Food Group](#)
- [Prosperity Bank](#)
- [Regency Integrated Health Services](#)
- [Republic Services Inc.](#)

- [Speedy Stop](#)
- [Spherion Staffing & Recruiting](#)
- [South Texas Electric Co-op](#)
- [TDECU](#)
- [Texas Department of Transportation](#)
- [University of Houston – Victoria](#)
- [Victoria College](#)
- [Victoria Electric Co-op](#)
- [Victoria Independent School District](#)
- [Wells Fargo](#)

## Employers outside 50-mile radius of Victoria, Texas

*\*\*Many companies have remote opportunities in this field*

- [Amazon](#)
- [City of Gonzales](#)
- [First National Bank of Shiner](#)
- [RBFCU](#)
- [Texas Health and Human Services Commission](#)
- [Texas Department of Family and Protective Services](#)
- [Texas Parks and Wildlife Department](#)
- [Texas Workforce Commission](#)
- [USAA](#)

## Job Titles to Look For

- |                            |                               |
|----------------------------|-------------------------------|
| ○ Administrative Assistant | ○ Human Resources Assistant   |
| ○ Office Manager           | ○ Project Coordinator         |
| ○ Executive Assistant      | ○ Operations Coordinator      |
| ○ Customer Service Manager | ○ Account Manager             |
| ○ Sales Coordinator        | ○ Retail Manager              |
| ○ Marketing Assistant      | ○ Finance Clerk               |
| ○ Billing Coordinator      | ○ Event Coordinator           |
| ○ Accounting Clerk         | ○ Purchasing Assistant        |
| ○ Store Manager            | ○ Inventory Manager           |
| ○ Secretary                | ○ Office Administrator        |
| ○ Bookkeeper               | ○ Customer Service Specialist |
| ○ Payroll Clerk            |                               |

## Career Readiness Projects within the Program

- ENGL 2311: Cover Letters, Resumes, Interviews
- BUSI 1301: Business Plan Written Project and Presentation
- MRKG 1311: Marketing Written Project and Presentation
- BMGT 2303: Capstone, Business Simulation and Presentation
- BMGT 1307: Team Marketing Projects and Presentations
- ACNT 1303/ACCT 2301/ACCT 2302: Accounting Projects (Group and Individual)
- ACNT 1311: QuickBooks Readiness and Project

- Mock Interviews
- Spring: Career Fair

## Sample Resumes

- [Sample 1](#)

## Additional Helpful Resources

- Victoria College Career Services LinkedIn page
- [WorkInTexas.com](#)
- [Victoria College Career Services Webpage](#)