**CAI Contact**

*Nicole Walker*

*PHONE:*

*EMAIL:*

<**Candidate Name**>

**Skills**

Please use this table to list the skills noted in the Required/Desired section of the requirement. In addition, please respond with the years of experience for each skill and the last time each skill was used. Add or delete rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Required/Desired | Years of Experience | Years Used | Last Used |
| Experience in project management of IT related initiatives and programs | Required | 3 |  |  |
| Proven experience writing clear and concise technical training materials and other user documentation | Required | 3 |  |  |
| Strong analytical and conceptual skills | Required | 3 |  |  |
| Positive interpersonal skills | Required | 3 |  |  |
| Strong written and verbal communication skills, including ability to explain business processes to IT users and IT applications to business users | Required | 3 |  |  |
| Excellent organizational and presentation skills | Required | 3 |  |  |
| Strong Microsoft Suite experience (e.g., Outlook, Word, Excel, PowerPoint, Teams) | Required | 3 |  |  |
|  |  |  |  |  |

Employment History