**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 curriculum design and developing training materials for adult learners | Required | 3 |  |  |
| Understands the social services programs that drive the efforts of the county, regional, and state staff who administer those programs. | Required | 3 |  |  |
| Research and evaluate the NC FAST case management software in order to translate the software functionality into effective learning materials. | Required | 3 |  |  |
| Ability to assist with scheduling, preparing for and participating in quality assurance checks on training materials that have been developed. | Required | 3 |  |  |
| Experience working with training developers, program subject matter experts, technical support and others to assure training materials are effective. | Required | 3 |  |  |
| Experience in business analysis, MS Office Suite (e.g., MS Word, MS Excel, MS PowerPoint) | Required | 3 |  |  |
| Experience in Learning Management System (LMS) technology such as Moodle, XML, HTML | Required | 3 |  |  |
| Experience in designing and delivering computer-based training instructional design, with learning program design systems. | Required | 3 |  |  |
| Experience in software that may include Adobe FrameMaker, Adobe Captivate, Photoshop, Adobe Breeze, Dreamweaver, Visio or other training applications. | Required | 3 |  |  |
| Experience developing dynamic instructional training materials using interactions and simulations to create interactive, engaging course content. | Required | 3 |  |  |
| Experience developing interactive media presentations that enhance the online educational experience | Required | 3 |  |  |
| Experience leading training sessions in a variety of formats that may include in person, virtual and/or webinar. | Required | 3 |  |  |
| Ability to assist with basic application software and hardware support | Highly desired |  |  |  |
| Must have strong understanding of internet concepts and web technology | Highly desired |  |  |  |
| Ability to clearly communicate in oral and written form, and deal effectively with diverse groups to accomplish the objectives. | Highly desired |  |  |  |
| Experience evaluating student progress and making recommendations for continued training participation curriculum and . | Required | 3 |  |  |
| Experienceproviding feedback on learning providing feedback on learning curriculum and methodology to assure program relevance and user comprehension. | Required | 3 |  |  |
| Experience with processes to prepare for and conduct classroom training including facility management, course scheduling and student registration. | Required | 3 |  |  |
| Knowledge of and experience with NC FAST and the Medicaid Program in NC | Highly desired | 2 |  |  |

Employment History