**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 |
| Project management/coordination skills | Required | 7 |  |  |
| Training material development and documentation | Required | 7 |  |  |
| Working knowledge of Microsoft SharePoint | Required | 7 |  |  |
| Working knowledge of Microsoft Project | Required | 7 |  |  |
| Strong written and verbal communication skills, including ability to explain business processes to IT users and IT applications to business users | Required | 7 |  |  |
| Excellent organizational and presentation skills | Required | 7 |  |  |
| Microsoft Suite experience (e.g., Word, Excel, PowerPoint) | Required | 7 |  |  |
| Proven experience managing multiple projects | Required | 7 |  |  |
| Proven experience writing clear and concise technical and user documentation | Required | 7 |  |  |
| Working knowledge of application development life cycle | Required | 7 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Employment History