**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 and Task Tracking | Required | 3 |  |  |
| Scheduling and Facilitation | Required | 3 |  |  |
| Creating and maintaining SOPs and process diagrams, project plans, budgets, reports, presentations, and meeting minutes | Required | 5 |  |  |
| Strong Communication Skills | Required | 3 |  |  |
| Healthcare IT, Medicaid, and/or APD project experience | Desired | 3 |  |  |
| Jira, Microsoft Office (Word, PowerPoint, Excel, Outlook, Teams, Project, Visio), SharePoint, and Confluence usage | Required | 3 |  |  |

Employment History