**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 |
| Epic Principal Trainer Experience | Required | 3 |  |  |
| MUST be certified in HIM and Identity Curriculum | Required |  |  |  |
| MUST be certified in Resolute Professional Billing Curriculum | Required |  |  |  |
| MUST be certified in Resolute Hospital Billing Curriculum | Required |  |  |  |
| MUST be certified in TED105 Training Wheels Behind the Scenes | Required |  |  |  |
| MUST be certified in TED300 Training Environment Build | Required |  |  |  |
| Ability to work without close supervision, taking ownership of work activities, & ensuring training sessions & materials meet Epic's standards | Required |  |  |  |
| Skill and experience in adult education, especially for health information technology or healthcare revenue cycle applications | Required | 3 |  |  |
| Demonstrating flexibility with respect to required changes in training content and delivery methods | Required |  |  |  |
| The ability to see things in an open-minded way and examine an idea or concept from as many angles as possible | Required |  |  |  |
| Demonstrated abiilty to take ownership of work activities &ensure that they are completed accurately, efficiently, and timely | Required |  |  |  |
| Ability to learn new content and leverage that knowledge to develop strong training programs. | Required |  |  |  |
| Being cooperative and approachable and taking time to listen to and address others' questions or concerns | Required |  |  |  |
| Develops presentations & presents in a clear & interesting manner, commanding the audience's attention, & handling questions/challenges. | Required | 3 |  |  |
| Ability to read text, identify major points, make inferences, and draw conclusions that accurately reflect the material | Required |  |  |  |
| Ability to communicate information clearly and concisely to trainers and trainees when speaking and in writing, adjusting materials to audience | Required | 3 |  |  |
| Has a strong work ethic willingness to put forth extra effort when required, including demonstrating persistence in the face of obstacles/adversity | Required |  |  |  |
| Experience performing job shadowing | Required | 3 |  |  |
| Credentialed and/or experienced in developing the Epic training environments | Required | 3 |  |  |
|  |  |  |  |  |

Employment History