**CAI Contact**

**Patricia**

**Phone:**

 **Email:**

### <PLEASE INSERT cANDIDATE’S NAME HERE>

### 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 | years req | Years Used | Last Used |
| Enterprise Resource Planning and/or eProcurement systems support. | Highly desired | 3 |  |  |
| Excellent problem-solving and strong analytical skills. | Highly desired | 3 |  |  |
| Experience with report and querying writing tools. | Highly desired | 3 |  |  |
| Microsoft applications (Office 365 and SharePoint) | Required | 3 |  |  |
| Excellent communication skills. | Required | 3 |  |  |
| Project Management and/or system implementation experience. | Required | 3 |  |  |
| Develop system documentation and training materials and deliver training to users. | Highly desired | 3 |  |  |
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### Employment History

<List candidate’s relevant employment history>