**CAI Contact**

Patricia Bowler

Phone:

Email ID:

**<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 | years req | Years Used | Last Used |
| At least 3 years’ experience as a SharePoint user, configuration expert, knowledge of best practices | Required | 3 |  |  |
| Knowledge of SharePoint tools, including ULS Logs, workflows, and SharePoint forms for tasks | Required | 3 |  |  |
| Work closely with three teams to deploy a “model” version of SharePoint which can be emulated by other departments in the future | Required | 3 |  |  |
| Installing the SharePoint platform, integrating applications, and creating libraries. | Required | 3 |  |  |
| Adding users, controlling access to document libraries, and setting permissions. | Required | 3 |  |  |
| Performing maintenance of the SharePoint platform | Required | 3 |  |  |
| Troubleshooting and resolving SharePoint issues or malfunctions. | Required | 3 |  |  |
| Providing SharePoint support and end-user training. | Required | 3 |  |  |
| Reviewing usage and activity reports and making adjustments to ensure optimized user-experiences. | Required | 3 |  |  |
| Keeping up to date with SharePoint developments and performing version updates and upgrades. | Required | 3 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |