**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.

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| --- | --- | --- | --- | --- |
| Skill | Required | years req | Years Used | Last Used |
| Manage assigned projects (including planning, monitoring, and controlling) from concept through execution | Required | 10 |  |  |
| Organize project activities into manageable work efforts and determine an effective approach to completing the work, as outlined in project plans | Required | 10 |  |  |
| Collaborate with staff across all levels to ensure high-quality deliverables and excellence in client satisfaction | Required | 10 |  |  |
| Recommend process changes that remove silos and foster collaboration, efficiency, and modernization in operations | Required | 10 |  |  |
| Manage business process re-engineering initiatives | Required | 10 |  |  |
| Conduct and facilitate Business Process Mapping (BPM) sessions | Required | 10 |  |  |
| Provide an analysis of processes including gaps, value propositions and recommendations | Required | 10 |  |  |
| Review city ordinances and state code for alignment with current and new business processes and operating procedures | Required | 10 |  |  |
| Develop centralize document management system | Required | 10 |  |  |
| PMP designation and/or Agile Scrum Master Certification is preferred | Highly desired | 7 |  |  |
| Relevant project management experience developing, managing, and implementing multi-disciplinary project deliverables pref. within utilities and govt | Required | 10 |  |  |
| Extensive experience conducting stakeholder interviews, workshops, and managing process re-engineering initiatives | Required | 10 |  |  |
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