**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.

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| --- | --- | --- | --- | --- |
| Skill | Required/Desired | Years of Experience | Years Used | Last Used |
| Project Management and Task Tracking | Required | 5 |  |  |
| Scheduling and Facilitation | Required | 5 |  |  |
| Experience in creating and maintaining SOPs and process diagrams, project plans, budgets, reports, presentations, and meeting minutes required | Required | 5 |  |  |
| Strong Communication Skills: constant collaboration with various stakeholders | Required | 3 |  |  |
| Experience in Healthcare IT | Desired | 3 |  |  |
| Jira, Microsoft Office (Word, PowerPoint, Excel, Outlook, Teams, Project, Visio), SharePoint, and Confluence usage | Required | 3 |  |  |
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Employment History