**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 |
| Design and build required monthly reports | Required | 5 |  |  |
| Produce monthly reports on defined schedules and submit communication | Required | 5 |  |  |
| Analyze data and provide assessments and recommendations to team members | Required | 5 |  |  |
| Identify impacts or changes needed to policies and procedures (e.g. Business Rules, Job Aids, Procedures) | Required | 5 |  |  |
| Create end-user training content in support of the OCM for the changes needed to improve compliance | Required | 5 |  |  |
| Strong understanding and implementing of change management | Required | 5 |  |  |
| Data analysis and reporting | Required | 5 |  |  |
| Ability to read and interpret policy and law, including: Virginia Procurement law and policy (VPPA and APSPM) | Desired | 5 |  |  |