**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 |
| BS/BA in a relevant discipline (Computer Science, Information Systems, Engineering, etc.) | Required | 4 |  |  |
| IT busines analysis work experience in software development, project management, or technology implementations/support | Required | 5 |  |  |
| Experience with Microsoft Office Professional, including Visio | Required | 5 |  |  |
| Experience with data and business process analysis | Required | 3 |  |  |
| Experience in developing statements/scope of work for contracting and procurement | Required | 3 |  |  |
| Work experience in reviewing software license, service, or support level agreements | Required |  |  |  |
| Experience with procurements or solicitations, developing scopes of work or statements of work. | Required | 3 |  |  |
| Strong analytical/technical skills, able to provide impact/risk assessments | Required |  |  |  |
| Excellent communication, teamwork, and collaboration skills | Required |  |  |  |
| Strong problem solving and organizational skills | Required |  |  |  |
| Detail oriented, analytical mindset | Required |  |  |  |
| Able to manage multiple projects/tasks at once; Results oriented and highly organized; Able to work in a fast-paced environment | Required |  |  |  |
| Strong interviewing, active listening, communication, presentation, moderating meetings, and interpersonal skills - influencing, negotiating, etc. | Required |  |  |  |
| Strong written communication skills with the ability to prepare presentations and write scope/specifications for procurement/contracting | Required |  |  |  |
| Able to provide portfolio or examples of scopes of work or statements of work they prepared. | Required |  |  |  |
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Employment History