**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 |
| Bachelor’s degree in Education, Management Information Systems, Communications, Business or related field. | Required | 4 |  |  |
| Knowledge of adult learning and instructional design | Required | 3 |  |  |
| Knowledge of adult learning and instructional design General working knowledge of MS 365 applications, including Word, PowerPoint, Excel, Outlook, | Required | 3 |  |  |
| Experience leading building training materials such as videos, presentations or job aids | Required | 3 |  |  |
| Experience troubleshooting hardware and software – hands-on or from a help desk | Required | 3 |  |  |
| 3 Years of related professional experience | Required | 3 |  |  |
| 3+ years of experience advising and influencing internal stakeholders (leadership, technical trainers, etc.) | Required | 3 |  |  |
| Must be a self-starter and a team player with a positive attitude. | Required | 3 |  |  |
| Works collaboratively. Seeks out the experience of others with the aim for better results. Open minded regardless of where ideas originate. | Required | 3 |  |  |
| Knowledge and experience working with a local health department or Viriginia Department of Health. | Highly desired | 2 |  |  |
| Knowledge of Ryan White HIV program. | Highly desired | 2 |  |  |
| Certified Data Management Professional (CDMP) - Associate or Above | Highly desired | 2 |  |  |
| ED Tech Certification – Other Teaching Certifications that May be applicable. | Highly desired | 2 |  |  |
| Excellent written and verbal communication skills | Highly desired | 2 |  |  |
| Excellent attention to detail. | Highly desired | 2 |  |  |
| Excellent project management skills and ability to manage multiple priorities. | Highly desired | 3 |  |  |