**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 |
| Word/PowerPoint/Excel/Outlook/SharePoint (or similar tools) | Required | 3 |  |  |
| Flowcharting (Visio or similar) | Required | 1 |  |  |
| Attention to detail: update web-page pricing & available devices, perform data entry, manage artifacts in SharePoint, manage supplier deliverables | Required | 2 |  |  |
| Excellent communication skills (oral and written) to work with all levels within the organization and with the supplier organizations | Required | 3 |  |  |
| Excellent research and analytical skills to research contract proposals, solutions to operational issues, etc. | Required | 2 |  |  |
| Telecommunications Contracts and Operations | Highly desired | 1 |  |  |
| VPPA - Virginia's Public Procurement Act. Ability to understanding legislation and application to technology contracts (training available) | Highly desired | 1 |  |  |
| SLA (Service Level Agreements) and Supplier Performance Management | Highly desired | 1 |  |  |
| Interest in expanding skills and developing a career path in the creation, negotiation and management of contracts and associated artifacts | Highly desired | 1 |  |  |
| Interest in expanding skills and developing a career path in the management of suppliers in a complex technology environment | Highly desired | 1 |  |  |