**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 |
| Ability to develop and maintain comprehensive documentation. | Required | 4 |  |  |
| Ability to collaborate cross-divisionally to gather information, ensuring accuracy and completeness of documentation. | Required | 3 |  |  |
| Proven written and verbal communication skills, with the ability to decipher and communicate complex concepts clearly and concisely. | Required | 4 |  |  |
| Ability to work with APD writers and other resources to comprehend data and translate into user-friendly documentation. | Required | 3 |  |  |
| Manage, drive and uphold documentation standards, templates, and style guides to ensure consistency across all materials. | Required | 3 |  |  |
| Assist in training material development for internal teams and key stakeholders. | Required | 4 |  |  |
| Prior North Carolina Medicaid, Health & Human Services, Government Agency, Higher Ed, Editorial, or related experience and knowledge. | Desired | 3 |  |  |
| Proven experience in technical writing or documentation specialist role. | Required | 3 |  |  |
| Ability to manage multiple documentation projects simultaneously in a fast-paced environment. | Required | 4 |  |  |
| Ability to work independently and collaboratively with cross-functional teams. | Required | 4 |  |  |
| Ability to conduct reviews, perform updates, and maintain iterations of existing documentation to reflect changes and updates. | Required | 3 |  |  |
| Familiar with reviewing and writing contracts, grants, RFP, RFI, RFQ, etc. | Required | 3 |  |  |
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Employment History