**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Required/Desired | Years of Experience | Years Used | Last Used |
| Knowledge of business system techniques and testing methodologies for software development | Required | 5 |  |  |
| Demonstrated experience in gathering business requirements and development of business rules and process flow. | Required | 5 |  |  |
| Proven experience with business process design, definition and/or re-design. | Required | 5 |  |  |
| Solid understanding of software development lifecycle and Agile, Waterfall and Hybrid development frameworks, including BA role | Required | 5 |  |  |
| High proficiency in Microsoft Office products (MS Word, Excel, PowerPoint) and SharePoint | Required | 7 |  |  |
| Knowledge creating Context, Data Flow, and Functional Decomposition Diagrams | Required | 5 |  |  |
| Experience in planning & coordinating user acceptance testiing including developing and executing test scenarios and test cases | Required | 5 |  |  |
| Experience facilitating small to large meetings | Required | 5 |  |  |
| Demonstrable analytical skills and attention to detail | Required |  |  |  |
| Excellent communication skills (both verbal and written) | Required |  |  |  |
| Demonstrable analytical skills and an attention to detail | Required |  |  |  |
| Excellent creative thinking and problem-solving skills | Required |  |  |  |
| Working knowledge of Jira and Confluence | Required |  |  |  |
| Experience in development of procurement related documents including RFP, evaluation criteria as well as vendor evaluation | Desired |  |  |  |
| Experience working for State government | Highly desired |  |  |  |
| Human Services and/or Accounting related experience | Desired |  |  |  |
| Experience using Microsoft Project | Desired |  |  |  |
| Working knowledge of OpenText Application Lifecycle Management (ALM) and Quality Center (QC) | Highly desired |  |  |  |
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Employment History