**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 |
| Developing role-based training content, independently or with team members, using a variety of software programs, tools, and applications | Required | 3 |  |  |
| Designing, developing, and maintaining instructional materials. | Required | 3 |  |  |
| Maintaining policy and procedure documentation. | Required | 3 |  |  |
| Incorporating feedback from others into existing training and training administration procedures | Required | 3 |  |  |
| Learning new content and consulting with subject matter experts to develop training materials and answer any participant questions. | Required |  |  |  |
| Assisting with building and testing of training environments (MST environments) and providing support and troubleshooting issues. | Required |  |  |  |
| Collaborating with other trainers by co-facilitating classroom instruction and assisting with exercises as needed. | Required |  |  |  |
| Preparing training lessons, printing materials, and setting up the training room and environment prior to the training session. | Required |  |  |  |
| Presenting information verbally and in writing in a clear and easy-to-understand manner. | Required |  |  |  |
| Following up with trainees outside of the classroom to offer additional support. | Required |  |  |  |
| Serving as an expert educator to state staff. | Required |  |  |  |
| Training staff and end users by teaching technical topics as needed. | Required |  |  |  |
| Managing application assignments by prioritizing assignments and by creating and adhering to timelines. | Required |  |  |  |
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Employment History