**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 |
| Experience managing and leading direct reports | Required | 10 |  |  |
| Experience managing and providing guidance to project teams | Required | 10 |  |  |
| Project Management experience | Required | 20 |  |  |
| Experience providing training to project managers and project teams | Required | 10 |  |  |
| Microsoft Office products (Word, Excel, Access, Outlook, Visio, PowerPoint, Project Server), Microsoft Project/POL experience | Required | 10 |  |  |
| Experience working in a PMO office | Required | 15 |  |  |
| Experience working in a remote and local team environment | Required | 5 |  |  |
| Experience reporting metrics | Required | 8 |  |  |
| Business process improvement experience | Required | 5 |  |  |
| Experience managing complex projects with multiple workstreams and high organizational change | Required | 15 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |