**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.

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| --- | --- | --- | --- | --- |
| **Skill** | **Required** | **years req** | **Years Used** | **Last Used** |
| Expert knowledge and experience in software development cycle. | Required | 5 |  |  |
| Expert knowledge and experience in business systems analysis and design techniques. | Required | 5 |  |  |
| General understanding of procurement processes, systems and best practices. | Required | 5 |  |  |
| Work effectively and independently in a fast-paced team environment where priorities can rapidly change. | Required | 5 |  |  |
| Prioritize task with minimal guidance and coaching. | Required | 5 |  |  |
| Solve complex problems through discovery and analysis with minimal guidance. | Required | 5 |  |  |
| Communicate effectively orally and in writing with users at all levels within VRS. | Required | 5 |  |  |
| Analyze complex processes and understand intricate materials and documentation. | Required | 5 |  |  |
| Research and gather data, compile results and solve problems. | Required | 5 |  |  |
| Define user requirements and document user stories. | Required | 5 |  |  |
| Use of various analytical techniques including process flows and use cases. | Required | 5 |  |  |
| Prepare complex documents, including general and detail design specifications. | Required | 5 |  |  |
| Successfully interact in a team environment. | Required | 5 |  |  |
| Web-based systems and business support tools such as procure-to- pay systems and contract management systems. | Required | 5 |  |  |
| M365 apps – Word, Excel, PowerPoint, SharePoint. | Required | 5 |  |  |
| General IT security standards and practices. | Required | 5 |  |  |
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