**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** |
| 2+ years of experience working in a project coordinator or schedular role | Required | 2 |  |  |
| Ability to coordinate project activities, resources, equipment and information | Required | 2 |  |  |
| Ability to maintain project documentation and respond to progress inquiries queries and reporting | Required | 2 |  |  |
| Experience monitoring project progress and handling issues that arise | Required | 2 |  |  |
| Familiarity with risk management and quality assurance control | Required | 2 |  |  |
| Strong can-do attitude in a time sensitive environment | Required | 3 |  |  |
| Extensive experience using MS Excel, MS PowerPoint | Required | 3 |  |  |
| Strong written and verbal communication skills | Required | 3 |  |  |
| Ability to collaborate and provide information to all levels of the organization, customers, and 3rd parties | Required | 2 |  |  |
| Excellent interpersonal communication, decision making, presentation, and organizational skills | Required | 3 |  |  |
| Ability to assign tasks to internal teams and assist with schedule management | Required | 2 |  |  |
| Ability to capture and track project or initiative risks and mitigations | Required | 2 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |