**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** |
| Ability to work with, update, and maintain HRIS databases | Required | 3 |  |  |
| Understanding of information systems with a highly technical understanding of at least one commercial HRIS product | Required | 3 |  |  |
| Excellent verbal and written communication skills | Required | 3 |  |  |
| Proficient with Microsoft Office Suite (Outlook, Word, Excel, Access) | Required | 3 |  |  |
| Excellent time management skills with a proven ability to meet deadlines | Required |  |  |  |
| Excellent organizational skills and attention to detail. | Required |  |  |  |
| Excellent interpersonal and technical support skills | Required |  |  |  |
| Strong analytical and problem-solving skills. | Required |  |  |  |
| Ability to keep information confidential. | Required |  |  |  |
| SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred | Desired |  |  |  |
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