**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Required/Desired | Years of Experience | Years Used | Last Used |
| Experience as a Business Analyst | Required | 8 |  |  |
| SharePoint experience with designing custom Microsoft SharePoint lists, libraries, and content types | Required | 8 |  |  |
| Designing and testing SharePoint and web-based content management solutions | Required | 8 |  |  |
| Excellent analytical and conceptual skills | Required | 8 |  |  |
| Positive interpersonal skills | Required | 8 |  |  |
| Excellent written and verbal communication skills, ability to explain business processes to IT Development and IT applications to business users | Required | 8 |  |  |
| Excellent organizational and presentation skills | Required | 3 |  |  |
| Strong Microsoft Suite experience (e.g., Outlook, Word, Excel, PowerPoint, Teams) | Required | 8 |  |  |
| Experience evaluating business processes and re-engineering | Required | 8 |  |  |
| Experience writing clear and concise technical training materials and other user documentation | Required | 8 |  |  |
| Working knowledge of Agile and the Software Development Life Cycle (SDLC) | Required | 8 |  |  |
| Motivated self-starter that can work with minimal supervision | Required | 8 |  |  |
| Working knowledge of NCDOT’s Preconstruction business process | Desired | 4 |  |  |
| Understanding of NCDOT’s Transportation Life Cycle business process | Desired | 4 |  |  |
| Extensive experience with SharePoint Designer or Owner roles | Desired | 4 |  |  |
| Experience with Team Foundation Server (TFS) or Azure DevOps tool suite | Desired | 4 |  |  |
| Experience with Balsamiq Wireframes | Desired | 4 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Employment History