**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.

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| --- | --- | --- | --- | --- |
| Skill | Required/Desired | Years of Experience | Years Used | Last Used |
| Experience as a Business Analyst, Application Trainer or Quality Assurance Analyst | Required | 8 |  |  |
| Experience as a SharePoint Business Analyst | Required | 5 |  |  |
| SharePoint design, testing and/or training experience with Microsoft SharePoint lists, libraries and content types | Required | 5 |  |  |
| Designing, testing and/or training experience on SharePoint and web-based content management solutions | Required | 5 |  |  |
| Strong analytical and conceptual skills | Required | 8 |  |  |
| Strong written and verbal communication skills, including ability to explain business processes to IT users and IT applications to business users | Required | 8 |  |  |
| Excellent organizational and presentation skills | Required | 8 |  |  |
| Microsoft Suite experience (e.g., Outlook, Word, Excel, PowerPoint, Teams) | Required | 8 |  |  |
| Proven experience evaluating business processes and re-engineering | Required | 5 |  |  |
| Proven experience writing clear and concise technical training materials and user documentation | Required | 8 |  |  |
| Working knowledge of application development life cycle | Required | 8 |  |  |
| Understanding of NCDOT transportation life cycle business processes | Highly desired | 2 |  |  |
| Extensive experience with Microsoft SharePoint as a designer | Required | 5 |  |  |
| Experience with SCRUM/Agile development methodology | Required | 5 |  |  |
| Experience with Azure DevOps | Highly desired | 2 |  |  |
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Employment History