**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** |
| Advanced computer skills are required, particularly related personal computers, PC peripherals and network Help Desk support services | Required | 5 |  |  |
| expertise related to troubleshooting computer software/hardware problems | Required | 5 |  |  |
| advanced customer relations skills | Required | 5 |  |  |
| good verbal and written communication skills | Required | 5 |  |  |
| ability to control and manage several projects simultaneously | Required | 5 |  |  |
| working knowledge of MS Word, MS Excel, and MS outlook | Required | 5 |  |  |
| strong analytical and decision-making skills | Required | 5 |  |  |
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