### CAI Contact

### 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 |
| Bachelor's degree in communications, journalism, English or related field | Required |  |  |  |
| Adept at keyword placement and SEO best practices | Required | 3 |  |  |
| Excellent written and verbal communication skills | Required |  |  |  |
| Able to edit content to plain language and an 8th grade reading level. | Required |  |  |  |
| Writing, editing and publishing website content | Required | 3 |  |  |
| Familiar with web accessibility best practices | Required | 3 |  |  |
| Produce Google Analytics Reports | Required | 3 |  |  |
| Setup Google Tag Manager | Required | 3 |  |  |
| Work in Google Search Console to submit sitemaps and remove pages from indexing where 404 errors occur | Required | 3 |  |  |
| Experience delivering training to users | Required | 3 |  |  |
| Experience preparing training documentation | Required | 3 |  |  |
| Exp loading content into agency drupal websites | Required | 3 |  |  |
| Familiar with SEO tools - Monsido, Crazy Egg, etc | Required | 3 |  |  |
| Exp working with common content management systems (e.g. Drupal, DNN, wordpress) | Required | 3 |  |  |
| Experience with account administration | Required | 3 |  |  |

### <Candidate’s full name>

### Employment History

<List candidate’s relevant employment history – copy paste all projects worked on – no other information >

### Education

<List candidate’s education background>