**CAI Contact**

### *Name* : Wilson, Joanne

### *Phone*

*Email*

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 | years req | Years Used | Last Used |
| Ability to draft requirements in a clear and concise manner | Required | 3 |  |  |
| Ability to draft solicitation documents that detail needs clearly | Required | 3 |  |  |
| Assist customers in solving business problems | Required | 3 |  |  |
| Review terms and conditions and provide redlines for management review | Required | 3 |  |  |
| Ability to follow VPPA and APSPM guidelines | Required | 3 |  |  |
| Understanding of basic procurement/sourcing principles | Required | 3 |  |  |
| Ability to lead procurement teams through the sourcing process | Required | 3 |  |  |
| Ability to help manage customer expectations and provide strong customer service | Required | 3 |  |  |
| Communicate effectively and clearly with internal and external customers | Required | 3 |  |  |
| Knowledge of eVA | Highly desired | 3 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |