**CANDIDATE REFERENCE**

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| Solicitation Number: 70125069 | Title/Level: Technical Writer 3 |
| Candidate Name: | Category: Applications/Software Development |

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| **Reference Name** (Required): |  | | |
| **Title:** |  | | |
| **Company Name** (Required): |  | | |
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| **Phone Number** (Required include area code): | |  | |
| **E-mail Address:** |  | | |
| **Professional Relationship:** | | |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

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| **Phone Number** (Required include area code): | |  | |
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| **Professional Relationship:** | | |  |

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| **E-mail Address:** |  | | |
| **Professional Relationship:** | | |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

**NOTE: ONLY INCLUDE THE INFORMATION REQUESTED ON THIS FORM. DO NOT INCLUDE ADDITIONAL INFORMATION.**

**CANDIDATE QUALIFICATIONS**

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| Solicitation Number: 70125069 | Title/Level: Technical Writer 3 |
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| **Minimum Requirements:** Candidates that do not meet or exceed the **minimum** stated requirements (skills/experience) will be displayed to customers but may not be chosen for this opportunity. | | | |
| Actual Years Experience | Years Experience Needed | Required/ Preferred | Skills/Experience |
|  | 8 | Required | Technical Writing: Proven experience in creating clear, concise, and comprehensive technical documentation. |
|  | 8 | Required | Software Documentation: Familiarity with documenting software issues, release notes, and technical guides |
|  | 8 | Required | Jira: Experience with Jira or similar application life-cycle management tools |
|  | 8 | Required | Collaboration: Strong ability to work closely with cross-functional teams |
|  | 8 | Required | Communication: Excellent communication skills to effectively work with cross-functional teams |
|  | 8 | Required | Customer Service: Experience in customer service, with strong communication skills. |
|  | 8 | Required | Attention to Detail: High level of accuracy and attention to detail in all documentation tasks. |
|  | 8 | Required | Training and Support: Experience in training other team members. |
|  | 8 | Preferred | Texas Student Data System (TSDS): Experience working with the TSDS and its data collections. |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 70125069 | Title/Level: Technical Writer 3 |
| Candidate Name: | Category: Applications/Software Development |

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| I hereby authorize **Innosoul, Inc. dba Innosoul Information Technologies, Inc.** to submit my resume in response to the temporary staffing Solicitation 70125069 for **Texas Education Agency**.  I understand that submission of my resume by multiple vendors may result in my disqualification from this opportunity. Customers reserve the right to hire a candidate submitted by multiple vendors.   Worker signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |