**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Required** | **years req** | **Years Used** | **Last Used** |
| Epic Principal Trainer Experience | Required | 3 |  |  |
| MUST be certified in HIM and Identity Curriculum | Required |  |  |  |
| MUST be certified in Resolute Professional Billing Curriculum | Required |  |  |  |
| MUST be certified in Resolute Hospital Billing Curriculum | Required |  |  |  |
| MUST be certified in TED105 Training Wheels Behind the Scenes | Required |  |  |  |
| MUST be certified in TED300 Training Environment Build | Required |  |  |  |
| Ability to work without close supervision, taking ownership of work activities, & ensuring training sessions & materials meet Epic's standards | Required |  |  |  |
| Skill and experience in adult education, especially for health information technology or healthcare revenue cycle applications | Required | 3 |  |  |
| Demonstrating flexibility with respect to required changes in training content and delivery methods | Required |  |  |  |
| The ability to see things in an open-minded way and examine an idea or concept from as many angles as possible | Required |  |  |  |
| Demonstrated abiilty to take ownership of work activities &ensure that they are completed accurately, efficiently, and timely | Required |  |  |  |
| Ability to learn new content and leverage that knowledge to develop strong training programs. | Required |  |  |  |
| Being cooperative and approachable and taking time to listen to and address others' questions or concerns | Required |  |  |  |
| Develops presentations & presents in a clear & interesting manner, commanding the audience's attention, & handling questions/challenges. | Required | 3 |  |  |
| Ability to read text, identify major points, make inferences, and draw conclusions that accurately reflect the material | Required |  |  |  |
| Ability to communicate information clearly and concisely to trainers and trainees when speaking and in writing, adjusting materials to audience | Required | 3 |  |  |
| Has a strong work ethic willingness to put forth extra effort when required, including demonstrating persistence in the face of obstacles/adversity | Required |  |  |  |
| Experience performing job shadowing | Required | 3 |  |  |
| Credentialed and/or experienced in developing the Epic training environments | Required | 3 |  |  |
|  |  |  |  |  |