**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.

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| --- | --- | --- | --- | --- |
| Skill | Required | years req | Years Used | Last Used |
| Candidates must have 2+years of IT procurement experience, able to learn Commonwealth of Virginia, VITA and VSP procurement policies and systems. | Required | 2 |  |  |
| Must have very good skills in operating computers and using MS Office (Word, Excel, PowerPoint). | Required | 2 |  |  |
| Be able to plan, organize and manage multiple tasks simultaneously. | Required | 2 |  |  |
| Have strong communication skills (orally and in writing, in English). | Required | 2 |  |  |
| Must have experience working with contracts, invoice processing and budgets | Required | 2 |  |  |
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