**CAI CONTACT**

PATRICIA BOWLER

PHONE:

EMAIL ID:

**<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.

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| --- | --- | --- | --- | --- |
| **Skill** | **Required** | **years req** | **Years Used** | **Last Used** |
| • Proven working experience as a business systems analyst for medium to large projects | Required | 5 |  |  |
| • Able to communicate and collaborate with agile delivery teams and other technical staff, business partners and vendors. | Required | 5 |  |  |
| • Able to accurately define and capture project requirements, user stories and acceptance criteria. | Required | 5 |  |  |
| • Able to document business processes and data flow diagrams. | Required | 5 |  |  |
| • Able to write UAT test scripts from use cases and proficient in UAT testing. | Required | 5 |  |  |
| • Able to identify and document project risks and actions to mitigate risks. | Required | 5 |  |  |
| • Able to track requirements throughout lifecycle of SDLC cycle | Required | 5 |  |  |
| • Strong working knowledge of Microsoft Office 365 Suite, VISIO, Draw.io, ADO, JIRA and Confluence | Required | 5 |  |  |
| • Analytical and able to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions and approaches to problems | Required | 5 |  |  |
| • Ability to meet deadlines with minimal direct supervision | Required | 5 |  |  |
| • Excellent client-facing and internal communication skills | Required | 5 |  |  |
| • Excellent written and verbal communication skills | Required | 5 |  |  |
| • Solid organizational skills including attention to detail and multitasking skills | Required | 5 |  |  |
| • Preferred certifications include Certified Scrum Master (CSM) or SAFe certifications. | Highly desired | 5 |  |  |
| • Election experience strongly preferred | Highly desired | 4 |  |  |
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