**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.

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| --- | --- | --- | --- | --- |
| Skill | Required/Desired | Years of Experience | Years Used | Last Used |
| Familiarity administrative IT projects in a regulated or healthcare-adjacent environment. | Desired | 5 |  |  |
| Familiarity with healthcare data exchange environments (HIE, EHRs, interoperability standards). | Desired | 5 |  |  |
| Understanding of project management methodologies (Waterfall, Agile, Hybrid). | Highly desired | 5 |  |  |
| Experience with procurement processes, vendor management, and contracting best practices. | Highly desired | 5 |  |  |
| Working knowledge of HR systems, budgeting tools, and legal/compliance tracking solutions. | Highly desired | 5 |  |  |
| Effective communicator across technical and non-technical audiences. | Highly desired | 5 |  |  |
| Experience producing documentation, presentations, executive briefings, and project reports. | Desired | 5 |  |  |
| High attention to detail with ability to manage multiple concurrent priorities and deadlines. | Desired | 5 |  |  |
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Employment History