**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Required** | **years req** | **Years Used** | **Last Used** |
| Knowledge of Commonwealth of Virginia procurement practices and requirements. | Required | 5 |  |  |
| A combination of training, experience, or education in Law, Paralegal Studies, Business Management, Public Management, Public Policy or related field | Required | 4 |  |  |
| Demonstrated ability to negotiate, mediate, settle disputes equitably, and handle difficult situations diplomatically. | Required | 5 |  |  |
| Ability to plan, coordinate and manage multiple, concurrent assignments in a timely manner and in a fast-paced environment with competing priorities | Required | 5 |  |  |
| Ability to analyze complex financial data or legislation, work with detailed numerical data, reach logical conclusions and generate reports. | Required | 5 |  |  |
| Knowledge of the Code of Virginia related to Information technology | Highly desired | 2 |  |  |