**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 |
| Strong writing and editing skills and proficiency in technical writing | Required | 7 |  |  |
| Excellent organizational, communication and collaboration skills | Required | 7 |  |  |
| Proficienct with Microsoft Office (i.e., Word, Power Point, Excel) SharePoint | Required | 7 |  |  |
| Ability to write clearly and concisely with excellent grammar, good writing skills and communication | Required | 7 |  |  |
| State government/public sector experience with health and human services programs | Required | 3 |  |  |
| Demonstrated ability to adapt to shifting priorities, change, stress and to find appropriate balance between the needs of the organization, others a | Required | 5 |  |  |
| Ability to effectively proofread documents prepared by self and others for content and others to ensure content and formatting accuracy | Required | 5 |  |  |
| Demonstrated Technical Writing Experience | Required | 7 |  |  |
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Employment History