**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** |
| Advanced computer skills are required that aligns with the Job Description | Required | 8 |  |  |
| Ability to multitask and to determine root cause of problems and implement solutions, | Required | 8 |  |  |
| Ability to resolve issues by gathering and analyzing data, reasoning logically, and drawing valid conclusions | Required | 8 |  |  |
| customer relations skills | Required | 8 |  |  |
| good verbal and written communication skills | Required | 8 |  |  |
| proficiency with Microsoft products (Word, Excel, PowerPoint, Visio, Outlook) | Required | 8 |  |  |
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