### CAI Contact

### 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 |
| Project Management experience within a health care delivery setting. | Required | 5 |  |  |
| Demonstrated ability to engage as individual contributor in successful project management and implementation. | Required | 5 |  |  |
| PMI Project Management Professional (PMP), Master Certificate in Project Management, Public Heath Certification, or Informatics Certificate, Prince2.. | Required | 聽 |  |  |
| AIPM Certified Practicing Project Manager (CPPM), ITILv3, Lean, Agile and/or Six Sigma certification. | Required | 5 |  |  |
| Project Management experience implementing and managing multiple large-scale programs/projects | Required | 5 |  |  |
| Ability to lead process improvement activities to make enhancement recommendations and implement workflow and business process changes. | Required | 5 |  |  |
| Demonstrated ability to work independently with a strong focus on customer service utilizing established PMO Program/Project Management methodology,.. | Required | 聽 |  |  |
| processes, procedures, tools, and techniques to improve quality measures and metrics. | Required | 5 |  |  |
| Proficiency in key performance improvement techniques including current state assessment, KPI development, and workflow mapping / redesign | Required | 5 |  |  |
| Ability to lead process improvement activities to make enhancement recommendations and implement workflow and business process changes. | Required | 5 |  |  |
| Ability to communicate effectively, both verbally and in writing with all levels of management and project team members. | Required | 5 |  |  |
| Demonstrated strong project management, organizational and facilitation skills. | Required | 5 |  |  |
| Experience leading teams and people to successfully implement change utilizing a positive, can-do attitude to inspire others. | Required | 5 |  |  |
| Proficient in Project Management tools such as M365, MS Teams, MS Project, MS Word, MS Excel, MS SharePoint, MS Visio, and MS PowerPoint. | Required | 5 |  |  |
| Experience with the concept of the PMBOK (Project Management Book of Knowledge) and applying project management principles, methodology & processes, | Required | 5 |  |  |
| Ability to simultaneously lead multiple small to large-scale projects. | Required | 5 |  |  |

### <Candidate’s full name>

### Employment History

<List candidate’s relevant employment history – copy paste all projects worked on – no other information >

### Education

<List candidate’s education background>