### 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 |
| Previous experience working as a technical writer for a SOC | Required | 2 |  |  |
| Excellent organizational skills with a focus on accuracy, detail, and follow-through; punctual and meets deadlines; effectively prioritizes tasks to m | Required | 4 |  |  |
| Proven ability to work with diverse audiences and translate technical information into non-technical information. | Required | 4 |  |  |
| Excellent writing and composition skills including grammar; punctuation and spelling; ability to organize; express and communicate ideas clearly in wr | Required | 4 |  |  |
| Knowledge of project management, conflict resolution, and incident escalation preferred. | Required | 4 |  |  |
| Ability to work effectively with customers to solve business challenges while balancing the need for confidentiality, integrity, and availability. | Required | 4 |  |  |
| Ability to resolve issues in a variety of complex situations which require complex judgments and solutions based on sophisticated analytical thought. | Required | 4 |  |  |
| Ability to solve complex problems, convey both oral and written instruction, and handle multiple task interruptions while providing services in a prof | Required | 4 |  |  |
| Must be an individual of high integrity and be a model of unwavering integrity to others. | Required | 4 |  |  |
| Commitment to fostering a diverse working environment. | Required | 4 |  |  |
| Ability to work independently, as part of a team of peers, and also to support and contribute to a multidisciplinary team environment. | Required | 4 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### <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>