**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 |
| • Thorough understanding of large and small-scale purchasing methods and procedures. | Required | 7 |  |  |
| • Thorough knowledge of RFPs, RFQs, IFBs, and Amendments. | Required | 7 |  |  |
| • Working knowledge of General Statutes, NC Administrative Code, and State IT Term Contracts. | Required | 7 |  |  |
| • Ability to train individuals on policy and procedures as it pertains to procurement at DIT-T. | Required | 7 |  |  |
| • Excellent communication skills, both orally and written. | Required | 7 |  |  |
| • Can write extensive and complex technical information into specifications as needed according to State and/or project requirements. | Required | 7 |  |  |
| • Excellent interpersonal skills with all types of personalities. | Required | 7 |  |  |
| • Committed to meeting all deadlines and maintaining records of complexity and confidential nature. | Required | 7 |  |  |
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Employment History