**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 |
| Experience as a Business Analyst, preferably in financial systems or education sector. | Required | 5 |  |  |
| Strong understanding of financial data, accounting principles, budgets, and grants. | Required | 5 |  |  |
| Proficiency in SQL, Excel, and financial data analysis tools. | Required | 5 |  |  |
| Experience with ERP, data warehouses, or financial management systems. | Required | 5 |  |  |
| Exceptional documentation skills (requirements, user stories, test cases, process mapping). | Required | 5 |  |  |
| Outstanding facilitation, communication, and stakeholder management skills, with ability to build consensus and guide discussions productively. | Required | 5 |  |  |
| Familiarity with state or federal financial reporting requirements (preferably education/K–12 sector). | Required | 5 |  |  |
| Bachelor’s degree in Business Administration, Finance, Accounting, Information Systems, or related field. | Required |  |  |  |
| Preferred certifications: PMI-PBA (Professional in Business Analysis), AgileBA, or equivalent. | Desired |  |  |  |
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Employment History