**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** |
| Demonstrates ability to communicate effectively orally and in writing with diverse audiences, varying levels of management. | Required | 5 |  |  |
| Ability to build constructive, effective relationships inside and outside of the organization. | Required | 5 |  |  |
| Ability to follow written and oral instructions | Required | 5 |  |  |
| Imperative to be detail oriented, organized and self-starter. | Required | 5 |  |  |
| Ability to plan and facilitate / conduct training among peers, presentations, and meetings. | Required | 5 |  |  |
| Ability to apply VDOT programs, policies, and activities to daily departmental/division tasks. | Required | 5 |  |  |
| Ability to work well independently, as well as part of a team. | Required | 5 |  |  |
| Demonstrates strong problem-solving and decision-making experience. | Required | 5 |  |  |
| Demonstrates in-depth data analysis. | Required | 5 |  |  |
| Demonstrates ability to examine data and make independent decisions based on analysis. | Required | 5 |  |  |
| Demonstrates ability to analyze, research and interpret data. | Required | 5 |  |  |
| Demonstrates ability to design, analyze and implement policies, procedures, and programs. | Required | 5 |  |  |
| Demonstrates ability to compile and organize statistical data into reports. | Required | 5 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |