**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** |
| Serve as the primary resource for Box platform configuration, folder structure optimization, metadata use, and user access governance. | Required | 5 |  |  |
| Support business units in migrating shared drives, legacy content, or outdated repositories into Box. | Required | 5 |  |  |
| Design and implement best practices for Box-based workflows, approvals, version control, collaboration and digital signatures. | Required | 5 |  |  |
| Partner with IT, records management, and security teams to align Box usage with compliance and retention policies. | Required | 5 |  |  |
| Support integrations with Microsoft 365, Adobe, and other systems as needed to streamline document processes. | Required | 5 |  |  |
| Host & Manage a Box ECM Community of Practice | Required | 2 |  |  |
| In-depth experience with Box as an enterprise content platform, including admin-level functions and enterprise features (e.g., Box Governance, Relay, | Desired | 5 |  |  |
| Familiarity with secure content lifecycle management, collaboration tools, and digital workflow design. | Desired | 5 |  |  |
| Strong communication and consulting skills to support users and translate business needs into Box solutions | Desired | 5 |  |  |