**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 |
| Prior experience developing APDs or related documents (e.g., RFPs, RFIs, contracts). | Required | 3 |  |  |
| Working knowledge of government regulations as they pertain to the grant proposal and APD writing process. | Required | 3 |  |  |
| Expert experience executing against multiple priorities/projects. | Required | 5 |  |  |
| Proficient use of project collaboration and tracking tools (Microsoft Project Suite, MS Teams, Zoom, etc.) | Required | 5 |  |  |
| Ability to interpret Medicaid policies to ensure compliance with CMS regulations. | Required | 3 |  |  |
| Significant writing, proofreading, and editing skills. | Required | 5 |  |  |
| Demonstrated project management, training and facilitating experience. | Required | 5 |  |  |
| Demonstrated stakeholder engagement and collaboration experience. | Required | 5 |  |  |
| Prior experience in procurement, budgeting, or accounting. | Required | 5 |  |  |
| Prior experience preparing health IT proposals or working in the healthcare technology environment. | Highly desired | 5 |  |  |
| Well organized and possess excellent team-building skills. | Required | 5 |  |  |
| Experience utilizing time management capabilities in high-stress writing environments. | Required | 3 |  |  |
| Prior experience working with NC Medicaid and/or the NC HIEA. | Highly desired | 3 |  |  |
| Experience in the development of documents based on information obtained through requirements gathering. | Required | 5 |  |  |
| Familiarity with health IT and health information exchange concepts. | Required | 3 |  |  |
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Employment History