
Census Crew Leader Resume

Job Objective

Qualified Census Crew Leader searching for a position with reputable organization that needs qualified employees to aid in the overall growth of company.

Professional Experience:

Census Crew Leader, August 2005 – Present
US Census Bureau, Wyoming, MI

- Trained and reviewed census takers work.
 - Supervised census staff and assistance.
 - Reviewed census takers assignments and approved payroll records.
 - Ensured compliance to census procedures.
 - Performing delegated tasks
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Summary of Qualifications:

- Ability to supervise enumerators and crew leader assistants
 - Ability to provide instruction on enumeration procedures
 - Ability to familiarize trainees with census reports and forms used to collect data
 - Ability to review and certify daily payroll and progress reports
 - Strong project management and organizational skills
 - Excellent leadership, management and motivational skills
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Education:

Bachelor's Degree In Business Administration, Evergreen Valley College, San Jose, CA

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