
Census Supervisor Resume

Job Objective

To develop new skills and abilities in the Census Supervisor field by filling position with established organization.

Highlights of Qualifications:

- Vast experience in supervisory and conducting surveys
 - In-depth knowledge of survey procedures and manuals
 - Extensive knowledge of survey methods and terminology
 - Ability to review, edit, and utilize questionnaires
 - Ability to plan, organize, and prioritize work assignments
 - Excellent customer service, leadership and team interaction skills
 - Exceptional ability to communicate effectively both verbally and in writing
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Professional Experience:

Census Supervisor, August 2005 to till date
Savvy, Little Rock, AR

- Distributed assignments to each interviewer under supervision.
- Conducted an initial observation visit with each interviewer.
- Provided on-the-job training and other assistance for interviewers, as needed.
- Conducted quality assurance visits to a sample of randomly selected occupied housing units.
- Visited and interviewed households with occupants who refused to cooperate.
- Conducted a formal check of each interviewer's work at the end of the interview process.

Census Supervisor, June 2002 to July 2005
Jones Apparel Group, Inc., Little Rock, AR

- Conducted training to keep team updated on changes that occurred in information and procedures.
 - Performed tasks to assure service level and quality requirements are met.
 - Participated in interviews and recommended hiring of call center staff.
 - Monitored staff quality and performance and provided feedback and coaching as appropriate.
 - Completed employee performance assessment at end of assignment.
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Education:

Bachelor's Degree in Business Administration, Russell Sage College, Troy, NY

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