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# DATA ASSISTANT RESUME

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## Objective:

Seeking the Data Assistant position where I can apply my experience and efficiently contribute to the company's growth.

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## Summary of Skills:

- Ability to maintain data accuracy
  - Exceptional knowledge of OSX, Windows and Linux operating systems
  - Strong problem solving skills
  - Remarkable ability to multi-task
  - Able to handle sensitive and confidential situations
  - Excellent communication skills
  - Uncommon ability to give attention to details
  - Typing speed of 40 wpm ( Words Per Minute)
  - Ability to handle phone calls, email and fax
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## Work Experience:

Data Assistant, August 2005 to till date  
Santa Monica, McLean, VA

- Maintained current back up of research data.
  - Ensured security and confidentiality of the data.
  - Provided graphic representations of research data according to the needs of the investigator or research assistant.
  - Participated in educational lectures, computer classes and community events.
  - Assisted in recruitment of volunteers for outpatient research protocols.
  - Assisted in running testing protocols within a laboratory setting.
  - Performed data entry and checked the entered data against the paper forms.
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## Education:

Bachelor's Degree in Computers, Alabama Southern Community College, Monroeville, AL

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