
Data Collector Resume

Job Objective

A highly competent Data Collector seeking a job within your company where I can put in maximum efforts and contribute to the development of the company.

Highlights of Qualifications:

- Exceptional experience in data collection and evaluation
 - Immense knowledge of government policies
 - Outstanding knowledge of data regulation and standards
 - Remarkable ability to interpret all map locations
 - Sound ability to conceptualize and implement various strategies
 - Ability to work without supervision
 - Ability to perform basic mathematical functions for data analysis
 - Proficient with Microsoft Office applications
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Professional Experience:

Data Collector
BCA Financial Services, Inc., Tuskegee, AL
August 2007 – Present

Responsibilities:

- Maintained all data as per management policies and procedures.
- Scheduled paperwork and ensured compliance to timeframe.
- Developed data collection routes in different areas to facilitate collection.
- Ensured compliance to organization performance standards.
- Performed regular assessment on all data collection processes.
- Coordinated with evaluation director to store hard copies.
- Assisted in analyzing all data and maintained record of findings.
- Participated in all funder and stakeholder meetings.

Data Collector
Resurgent Capital Services, LP, Tuskegee, AL
May 2004 – July 2007

Responsibilities:

- Inspected all residential properties to evaluate all property records.
 - Performed regular surveys and facilitated collection of data.
 - Maintained records of all data on computerized notebooks.
 - Monitored various data collection device to record product unique codes.
 - Performed transmission of data from accurate store time.
 - Coordinated with district manager to inform about missed deadlines.
 - Scheduled ridership surveys and ensured compliance to it.
 - Facilitated evaluation of all data through regular collection.
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Education:

Bachelor's Degree in Statistics
Canisius College, Buffalo, NY

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