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## External Evaluator Resume

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### Job Objective

Seeking an External Evaluator position in an organization where I can utilize my skills and be an asset to the employer.

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### Highlights of Qualifications:

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- Highly experienced in performing external evaluations and assessments for assigned projects
  - Profound knowledge of evaluation design, program evaluation studies and report writing
  - Outstanding knowledge of conflict prevention, transformation and resolution practices
  - Familiarity with internet policy issues, cultural issues and SMART indicators
  - Ability to collect, analyze and interpret qualitative and quantitative data
  - Ability to complete all assigned evaluation jobs within specified budget and deadline
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### Professional Experience:

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External Evaluator  
B & H Foto & Electronics, Jackson, MS  
August 2012 – Present

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### Responsibilities:

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- Liaised with project coordinator and developed effective evaluation strategy.
- Reviewed effectiveness of evaluation process and assisted with its final implementation.
- Prepared questionnaires, conducted interviews, and performed systematic observations.
- Obtained and evaluated all project documents, reports and data records, as needed.
- Identified operational deficiencies and assisted with improving assigned project's development.
- Prepared and provided accurate and timely evaluation reports, with recommendations.

External Evaluator  
SCANA Corporation, Jackson, MS  
May 2009 – July 2012

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### Responsibilities:

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- Developed and utilized data collection and evaluation strategies and tools.
  - Determined validity of evaluation tools and protocols and ensured their reliability.
  - Planned, supervised, and conducted field visits for project evaluation.
  - Organized and conducted interviews with various individuals related to assigned project.
  - Handled, evaluated, and monitored all documents related to assigned projects.
  - Analyzed, interpreted, and reported on data from evaluation studies.
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### Education:

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Bachelor's Degree in Business  
Amberton University, Garland, TX

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