
Field Interviewer Resume

Job Objective

Seeking the position of Field Interviewer where I can display my dedication and skills.

Highlights of Qualifications:

- Excellent experience in monitoring public health areas and managing grant departments
 - Sound knowledge of admission processes and health promotion activities
 - Profound knowledge of collecting data for interviews
 - Ability to interpret procedure manuals and various instructions
 - Ability to adapt to new environments as per requirement
 - Proficient in maintaining accuracy of project documents
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Professional Experience:

Field Interviewer
MasTec Advanced Technologies, Santa Clara, CA
August 2012 – Present

Responsibilities:

- Conducted in person interviews with help of appropriate questionnaires and computers.
- Maintained knowledge and assisted to transmit interview data back to home office.
- Administered study surveys and evaluated every question and answer.
- Assisted in conducting interview with selected candidates.
- Maintained record of information and prepared reports to be sent to the headquarters.
- Collected biological data and ensured completion within required timeframe.

Field Interviewer
Chamberlin Edmonds, Santa Clara, CA
May 2009 – July 2012

Responsibilities:

- Coordinated with project staff and identified appropriate timeframe for completion of projects.
 - Collected and selected random sample for tenant households for collection of data.
 - Maintained records of data for individual household members and performed calculation on rent.
 - Administered data and ensured confidentiality of information.
 - Conducted interviews with respondents and ensured compliance to techniques.
 - Managed computer assisted interviewing instruments and maintained records on computer.
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Education:

Master's Degree in Business
The Evergreen State College, Olympia, WA

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