
Genealogical Researcher Resume

Job Objective

Looking for a position as a Genealogical Researcher with company seeking an employee with years of experience and training.

Highlights of Qualifications:

- Vast experience in managing genealogical databases and performing research in genealogy
 - Proficient with library cataloging software and word processing applications
 - Ability to work independently
 - Ability to proof read survey records and details
 - Excellent communication skills in both oral and written forms
 - Skilled to provide optimal customer services
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Professional Experience:

Genealogical Researcher
Kelly Services, Mankato, MN
November 2007 – Present

- Participated in research and determined line of inquiry for same.
- Developed plans for intended researches.
- Prepared reports for clients and prepared drafts for all research work to be conducted.
- Evaluated all public records present in libraries and churches.
- Maintained and complied all genealogical reports and associated photographs and interviews details.
- Managed and participated in various genealogy related training sessions and research techniques.

Genealogical Researcher
Vocus Inc., Mankato, MN
December 2003 – October 2007

- Planned research on individual families and analyzed all available resources.
 - Prepared reports to be presented to clients and summarized all findings.
 - Managed and used collection of records and books for research.
 - Reviewed all archive public documents available with the state and county.
 - Maintained and complied all research data to be submitted to client.
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Education:

Bachelor's Degree in Clinical Research
Eastern Michigan University, Ypsilanti, MI

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