
GRADUATE RESEARCH ASSISTANT RESUME

Objective:

To obtain a Graduate Research Assistant position which will challenge me and help the organization continue to be successful.

Summary of Skills:

- Ability to analyze program data, interpret results and prepare written documentation
- Ability to pay attention to detail and high level of organization
- Excellent telephone manner
- Ability to work well in dynamic team environment
- Excellent verbal and written communication skills

Work Experience:

Graduate Research Assistant
National Opinion Research Center, Wilmington, DE.
August 2005 to till date

- Assisted in all aspects of data quality control and quality assurance.
- Assisted in research activities.
- Maintained testing supplies and equipment inventory.
- Conducted literature searches, web searches.
- Performed simple statistical analyses.
- Worked with large data files, made copies.

Graduate Research Assistant
The Henry M. Jackson Foundation, Wilmington, DE.
May 2000 to July 2005.

- Assisted in literature reviews, statistical analyses of primary and secondary data.
- Prepared of memos, tables and graphs based on findings.
- Assisted with research and evaluation initiatives.
- Assisted with data collection, coded and analyzed data.
- Contributed to report writing and presentations.

Education:

Associate Degree in Business Management & Administration
University of Florida, Gainesville, FL

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