
HUMAN RIGHTS INVESTIGATOR RESUME

Career Objective:

Looking for a position as a Human Rights Investigator with company seeking an employee with years of experience and training.

Summary of Qualifications:

- Remarkable experience in investigating discrimination and harassment complaints
- In-depth knowledge of local, State and Federal laws, ordinances, regulations and guidelines regarding human and civil rights
- Familiarity with aspects of community life and the origin and causes of discrimination
- Extensive knowledge of the techniques, methods and processing used in acquiring information and evidence
- Ability to interview individuals and to evaluate information obtained
- Ability to provide testimony and evidence in court
- Ability to use judgment in understanding information received in determining appropriate corrective actions
- Ability to determine, research and compile complaints of discrimination

Work Experience:

Human Rights Investigator, August 2005 – Present
Ryan & Company, Pawpaw, IL

- Conducted investigations of formal complaints of discrimination by interviewing complainants, respondents and witnesses.
- Researched principles and controlled precedents and recommended disposition of complaints.
- Attempted to secure adherence with local, state and federal laws and regulations.
- Verified documents, organized witnesses and case file for investigation and corroborated all testimony.

Human Rights Investigator, May 2000 – July 2005
Healthsystems, Pawpaw, IL

- Organized investigated case file for litigation and closure.
- Made appropriate agency referrals based on case specifics.
- Developed case summary reports, researched reports, letters and memos.
- Maintained regular and punctual attendance and working hours.

Education:

Bachelor's Degree in Business Administration, Daniel Webster College, Nashua, NH

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