
Political Researcher Resume

Job Objective

To secure a Political Researcher position with growing firm in which to use my training and educational expertise to help organization grow and meet goals.

Highlights of Qualifications:

- Vast experience in conducting research on various political issues
 - Outstanding knowledge of political issues
 - Deep knowledge of documenting new and existing processes
 - Ability to identify issues and resolve it effectively
 - Ability to multitask and manage task efficiently
 - Amazing communication skills in both oral and written forms
 - Ability to organize and manage work effectively
 - Ability to communicate research in a clear, concise way to non-specialists
 - Proficient in computer systems and internet
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Professional Experience:

Political Researcher
Center for American Progress, Washington, DC
November 2007 – Present

- Monitored all sources for political information such as various government organizations.
- Maintained information sources and various publications for academic centers.
- Administered media resources, evaluated press releases and communicated information to colleagues.
- Managed all queries from public and ensured timely resolution.
- Coordinated with various external consultants on various research issues.
- Developed public opinion questionnaires for various parties.
- Prepared catalogue for references.

Political Researcher
Hands-On Labs, Inc., Washington, DC
December 2003 – October 2007

- Managed present cases and performed research on all available archives.
 - Performed research on variety of politics related subjects.
 - Monitored personal issues for members of constituency and researched on issues.
 - Coordinated with various individuals and performed research work.
 - Administered affect public opinion through various questionnaires and surveys.
 - Scheduled and screened telephone calls and answered queries.
 - Participated in regular meetings and updated political information appropriately.
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Education:

Bachelor's Degree in Political Science
Brown University, Providence, RI

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