
Program Evaluator Resume

Job Objective

Seeking a Program Evaluator position in a reputable company that permits me to utilize my skills and knowledge.

Highlights of Qualifications:

- Substantial experience of program research, eligibility determination and assessment
 - In-depth knowledge of program evaluation planning, database management and statistics
 - Remarkable knowledge of data analysis and interpretation procedures and survey methods
 - Familiarity with quality improvement practices and applicable government regulations
 - Ability to maintain confidentiality of sensitive information efficiently
 - Ability to use Microsoft Access program and SPSS software in a proper manner
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Professional Experience:

Program Evaluator
Southcentral Foundation, Jersey City, NJ
August 2012 – Present

Responsibilities:

- Conducted investigative interview with program applicants and interacted with them via phone and in person.
- Contacted relevant organizations to collect information and verify applicant's statements.
- Checked and determined eligibility of applicants for assigned programs.
- Assessed and managed program risks and assisted with quality assurance activities.
- Developed and maintained positive working relationships with government and community agencies.
- Evaluated program effectiveness and executed site inspections, as required.

Program Evaluator
The Salvation Army, Jersey City, NJ
May 2009 – July 2012

Responsibilities:

- Developed and implemented evaluation plan, surveys and sampling method.
 - Developed, utilized and graded data collection instruments and questionnaires for program evaluations.
 - Entered, maintained and analyzed program related data, accurately and properly.
 - Prepared and presented evaluation reports and outcomes, in a timely manner.
 - Delivered feedback for program enhancement and assisted with creation of program improvement processes.
 - Maintained client files and program records and performed their quality control review.
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Education:

Bachelor's Degree in Business
Sam Houston State University, Huntsville, TX

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