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## Research Specialist Resume

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### Job Objective

Seeking work as a Research Specialist so I can use my skills and past experiences to better the company. Bringing specialized knowledge to the table to also improve your company with my skills.

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### Highlights of Qualifications:

- Vast experience in health-related research environment
  - Prior experience in molecular biology, biochemistry, and mouse genetics
  - Ability to handle confidential information
  - Ability to be flexible with work schedule
  - Ability to wear computer equipment (approximately 5 lbs.)
  - Ability to record information quickly and accurately
  - Excellent written and verbal communication skills
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### Professional Experience:

Research Specialist  
Emory University, Boston, MA  
May 2006 – Present

- Performed the extensive telephone, database, Internet, and hardcopy research.
- Developed word-processed and electronic reports and documents for clients.
- Proofread draft of own reports and submitted reports for proofing.
- Executed required adjustments to produce a final version for consultant and client delivery.
- Analyzed the nature of the call and transferred as appropriate.

Research Specialist  
Association of American Medical Colleges, Boston, MA  
March 2003 – April 2006

- Owned territory planning for research solution line.
  - Responsible for the overall account use.
  - Maintained good relationships with targeted contacts.
  - Shared the firm knowledge with account team, Client Manager and own manager.
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### Education:

Bachelor's Degree in Biology  
SUNY – Purchase College, Purchase, NY

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