

SOCIAL SCIENCE RESEARCH ASSISTANT RESUME

Summary:

An excellent research assistant helps social scientists in laboratory, survey, and other social research; has performed publication activities, laboratory analysis, quality control, or data management for one or two research firms; has been exposed to screen potential subjects in order to determine their suitability as study participants; has a keen sense for details and meticulous in obtaining information and related data for specific researches; has patience in tracking research participants and performing any necessary follow-up task to get the desired results; has good network base with government agencies and board, third party organizations and civil groups to successfully aid in the researches or information gathering required by the job

Professional Experience:

Responsibilities:

Responsibilities:

- Conducted tests and provide reports related to presentations of information on the scientific programs
- Provided scientific information to important aspects of the merit review process, including developing solicitations and preliminary grouping of proposals
- Attended conference meetings and provided feedback on completeness of panel summaries and minutes of the scientific meetings
- Extended assistance to program officers and division management in overseeing the progress of scientific programs
- Developed data inputs and reported on scientific portfolios for committees meetings and other results-oriented activities
- Provided expertise to management in enhancing interactions with the scientific community and other third party scientific bodies

Research Assistant I February 1999 – May 2004
National Science Foundation, Albany, NY

Responsibilities:

Education:

Masters Degree in Social Sciences, University of Iowa, 1999
Bachelors Degree in Family and Community Services, Rockefeller University, 1994

Skills:

- Good listening skills
- Excellent time management and leadership skill
- Very good communication and writing skill
- Proficient in computer skills
- Has very good teaching capability
- Good investigative and inquisitive skills

Awards and Affiliations:

- Association for Psychological Science, Member
- Society for Social Studies of Science, Member

[Build your Resume Now](#)