
Survey Interviewer Resume

Job Objective

Seeking to join a reputed organization as a Survey Interviewer to deliver the best of my professional ability.

Highlights of Qualifications:

- Excellent experience in conducting interviews and surveys for organization
 - Sound knowledge of performing research through appropriate techniques
 - Profound knowledge of operating business office machines
 - Ability to interact and communicate with a variety of different people
 - Ability to maintain confidentiality as per required guidelines
 - Proficient in collection of research medical data
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Professional Experience:

Survey Interviewer
Texas A&M University, Bryan, TX
August 2012 – Present

Responsibilities:

- Assisted and compiled statistical data on various public issues topics.
- Maintained record of questionnaire and their answers on topics.
- Conducted various health surveys through phone in both English and Spanish.
- Collected data with help of various questionnaires and opinion polls.
- Prepared summaries of surveys and participants and ensured compliance to surveying process.
- Determined appropriate survey requirements and coordinated with clients for the same.

Survey Interviewer
Mathematica Policy Research, Bloomfield, CT
May 2009 – July 2012

Responsibilities:

- Evaluated survey interviews and prepared appropriate interview materials.
 - Scheduled interview as per data and time and confirmed appropriate time slots.
 - Coordinated with supervisor on everyday basis and completed projects within timeframe.
 - Collected responses of surveys from random people and ensured completion of assignments.
 - Performed preliminary research for participants and ensured eligibility of participants.
 - Scheduled appointments with patients and families and subsequent interview for clinical research data.
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Education:

Master's Degree in Sociology and Chemistry
Saint Petersburg College, Saint Petersburg, FL

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