
Telephone Interviewer Resume

Job Objective

Seeking a position as Telephone Interviewer in highly reputed and professional organization.

Highlights of Qualifications:

- Excellent experience in conducting interviews over telephone
 - Sound knowledge of candidate management systems
 - Profound knowledge of desktop computers and typing
 - Ability to ensure compliance to standard operating procedures
 - Ability to maintain accuracy in data collection processes.
 - Ability to participate in various scheduled training sessions
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Professional Experience:

Telephone Interviewer
MKTG Inc, Aiea, HI
August 2012 – Present

Responsibilities:

- Conducted interview for various new hires and made outbound calls.
- Participated in various exit interviews and gathered information for the same.
- Scheduled interviews on everyday basis and ensured compliance to timeframe.
- Performed research on statistical data within the system.
- Evaluated data and ensured completion of information and maintained accuracy.
- Conducted interviews with registered voters for various political issues.

Telephone Interviewer
Siena Research Institute, Aiea, HI
May 2009 – July 2012

Responsibilities:

- Conducted telephonic interviews and performed multiple researches on the same.
 - Coordinated with various people and provided appropriate responses for various issues.
 - Administered database and provided support to research surveys and entered response into the system.
 - Ensured compliance to interviewing practices and procedures for every individual interview.
 - Maintained confidentiality of responses derived from individual participant.
 - Maintained accurate responses for survey on computerized system.
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Education:

Master's Degree in Psychology
Long Beach City College, Long Beach, CA

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