

Michelle Whittle

Research Assistant

AREAS OF EXPERTISE

Reporting skills

Undertaking research

Surveys

Academic Research

Data collecting techniques

Clinical trails

Data validation

PROFESSIONAL

Postgraduate degree programme

PERSONAL SKILLS

Initiative

Highly numerate

Computer literate

PERSONAL DETAILS

*Michelle Whittle
34 Anywhere Road
Coventry
CV6 7RF*

T: 02476 888 5544

M: 0887 222 9999

E: michelle@dayjob.co.uk

DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

Having excellent research potential and an ability to actively contribute to the research projects goals as well as a proven publication track record and a good standard of written English. Able to interact with all researchers in a constructive, creative and professional manner during the processing, storing and logging process.

Possessing prior knowledge of media, survey research work and audience research, Michelle is currently looking for a suitable Research Assistant position with a reputable organisation.

WORK EXPERIENCE

Coventry Central University – Coventry

RESEARCH ASSISTANT June 2008 - Present

Working with academic members of the project team in order to deliver project outcomes. Responsible for writing up research papers and presenting research findings to senior managers and also at academic meetings.

Duties:

- Identifying suitable techniques for the collection and analysis of data.
- Assisting in the development & preparation of continuing funding opportunities.
- Travelling to international conferences and research visits in other institutions.
- Contributing to team decisions about research directions.
- Ensuring the validity and reliability of data at all times.
- Data coding, data entry, transcribing, data analysis & assistance with writing up.
- Responsible for some administrative tasks, such as webpage maintenance.
- Producing regular reports for senior management and specialists in different areas.

KEY SKILLS AND COMPETENCIES

- Extensive knowledge of spreadsheets and database tools.
- Ability to prioritise own work in response to deadlines.
- Excellent research skills.
- Able to plan research and organise tasks effectively.
- Ability to resolve problems independently.
- Possessing a creative approach to problem-solving.
- Flexible with working hours and having excellent interpersonal skills.
- Experience in carrying out experimental research.
- Knowledge of maintaining safe workplace practice and procedures in accordance with the requirements of Health and Safety legislation.

ACADEMIC QUALIFICATIONS

BSc (Hons) Pure Mathematics

Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)

Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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