

# Tracy Harris

## Research assistant resume

### KNOWLEDGE OF

*Research methods*  
*Preparing documentation*  
*Verifying data*  
*Report writing*  
*Designing databases*  
*Data interrogation*  
*Data entry*  
*Statistical analysis*  
*Data mining*  
*Coordinating studies*

### PERSONAL SKILLS

*Resourceful*  
*Detailed & accurate*  
*Enthusiasm*  
*Practical & dextrous*  
*Patience*  
*Intuitive*  
*Detail orientated*

### PERSONAL DETAILS

*Tracy Harris*  
*Dayjob Ltd*  
*120 Vyse Street*  
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### CAREER OBJECTIVE

A meticulous, focused and hard working college leaver who is more than able to assist staff and clients in the design, execution and evaluation of research projects. Tracy has a keen interest in professional development towards employment in the field of advanced social research. She can accurately follow oral and written instructions, and is guaranteed to make a professional researcher's job easier and more efficient. She is currently looking for a suitable position with a reputable, exciting and forward thinking organisation.

### ACADEMIC QUALIFICATIONS

<b>Coventry North College</b>	<b>2011 - 2012</b>
Social Research Methods Diploma	Pass
<b>Birmingham South High School</b>	<b>2008 - 2011</b>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

### RESEARCH SKILLS ACQUIRED WHILST STUDYING

- Checking, editing & approving data supplied from external sources to ensure it meets set standards.
- Finding relevant information quickly and efficiently.
- Helping to prepare reports and conclusions for publication.
- Data protection issues.
- Updating and maintaining logs and filing systems.
- Designing and conducting questionnaire surveys.
- Keeping accurate records of experiments and investigations.
- Using large database systems.
- Maintaining a research database.
- Existing computer skills with Microsoft Office, Access, and statistical software.
- Carefully sifting through numerous sources of data to find key facts..

### KEY ATTRIBUTES

- Handling and protecting confidential and sensitive data with integrity.
- Meticulous attention to detail.
- Excellent information technology skills.
- Ability to solve challenge technical problems.

### SELECTED ACHIVIEVEMENTS

Certificate in Health Research Studies  
Won school award for carrying out survey of different ethnic groups at school.  
Advanced First Aid Certificate

### HOBBIES & INTERESTS

Tracy is a very energetic person who as a keen runner has taken part in over seven marathons. She is someone who has a wide circle of friends. She also runs her own online blog that is focused on the world of professional research.

**REFERENCES** – Available on request.



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