



SKILLS

Data Analysis



Data Entry



Statistical Analysis



Survey Design



Data Management



INTERESTS

Astronomy

Surfing

Martial Arts

Community Service

STRENGTHS

Originality

Empathy

Patience

Perseverance

LANGUAGES



English
80%



Swahili
80%



Hindi
80%

ACHIEVEMENTS

Increased data collection efficiency by 30% through streamlined processes.

Achieved 98% accuracy in data entry and verification tasks.

MIA TAYLOR

Data Collector

support@qwikresume.com

(123) 456 7899

Los Angeles

www.qwikresume.com

PROFESSIONAL SUMMARY

Detail-oriented Data Collector with 10 years of experience in data acquisition, analysis, and reporting. Proven ability to ensure data accuracy and integrity while meeting tight deadlines. Committed to delivering high-quality results.

WORK EXPERIENCE

Lead Data collector

Dec / 2018-Ongoing

Quantum Solutions LLC

Phoenix, AZ

1. Maintained comprehensive logs of data collection activities and outcomes.
2. Organized and stored completed data sets in secure databases.
3. Utilized various tools to compile, sort, and verify data accuracy before entry.
4. Conducted thorough comparisons of data with source documents to identify discrepancies.
5. Selected appropriate materials and methods for effective data collection.
6. Identified and corrected data entry errors, ensuring high data quality.
7. Managed data collection processes, ensuring compliance with project requirements.

Data Collector

Dec / 2014-Dec / 2018

Crescent Moon Design

Portland, OR

1. Conducted telephone interviews to gather data from respondents effectively.
2. Collaborated with educational institutions to collect data for program development.
3. Collected and analyzed data for electoral processes, ensuring accuracy.
4. Entered collected data into databases using Excel and other software.
5. Facilitated meetings with stakeholders to discuss data collection strategies.

EDUCATION

Bachelor of Science in Data Science

Dec / 2011 - Dec / 2014

University of California

Toronto, ON

Focused on data analysis, statistical methods, and data management techniques.