



AMELIA MOORE

Research Assistant

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PROFESSIONAL SUMMARY

Research Assistant with 5 years of experience in data collection, analysis, and research coordination. Adept at collaborating with diverse teams to ensure project compliance and integrity. Proven ability to manage extensive datasets and communicate findings effectively, driving impactful research outcomes in various fields.

WORK EXPERIENCE

Research Assistant 📅 Apr / 2021-Ongoing
WidgetWorks Inc. 📍 Denver, CO

- 1. Handled various office administrative tasks, including filing and organizing research documents.
- 2. Communicated effectively with stakeholders to facilitate project updates.
- 3. Assisted in organizing special events related to research initiatives.
- 4. Conducted in-depth research on potential funding opportunities.
- 5. Identified marketing partnership opportunities with academic institutions.
- 6. Explored innovative technologies to enhance research methodologies.
- 7. Maintained and updated research data in comprehensive databases.

Project Research Assistant 📅 Apr / 2020-Apr / 2021
Lakeside Apparel Co 📍 Chicago, IL

- 1. Investigated environmental policies and proposed actionable recommendations.
- 2. Coordinated project workflows and documented research procedures for clarity.
- 3. Prioritized research tasks in collaboration with project managers to meet deadlines.
- 4. Collected and analyzed data to derive meaningful insights for ongoing studies.
- 5. Engaged in research focused on health impacts related to environmental factors.
- 6. Contributed to the development of innovative materials for research applications.

EDUCATION

Bachelor of Science in Biology 📅 Apr / 2019-Apr / 2020
University of California 📍 Phoenix, AZ
Focused on research methodologies and biological data analysis.

SKILLS

Organizational Skills

Microsoft Office Suite

Survey Analysis

Focus Group Facilitation

Transcription Skills

Adaptability

INTERESTS

🎧 Podcasts

🌟 Theatre

🐾 Running

🎬 Film

STRENGTHS

🗨 Assertiveness

🏔 Perseverance

🤝 Diplomacy

👥 Leadership

LANGUAGES

English

Swahili

Dutch

ACHIEVEMENTS

- 🌟 Streamlined data collection processes, reducing time spent by 30%.
- 🌟 Conducted a comprehensive literature review that enhanced research project's foundation.
- 🌟 Collaborated on a multi-disciplinary project leading to a published research paper.