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| Tonya  Daves | tonyadaves1984@gmail.com  725-200-9906  Las Vegas, NV 89121 |

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| Summary | Accurate Research Interviewer with progressive career assessing potential participants for [Type] research. Dedicated to accurate data collection to assist selection of participants. Known for [Skill] and [Skill]. |

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| Skills | |  |  | | --- | --- | | * Confidential data protection * Online research * Database management * Administering interviews * Data entry * Client interaction * Data collection | * Preparing summaries * Inventory management * Problem resolution * Customer service * Video interviews * Scheduling participants | |

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| Experience | Professional Interviewer | 05/2016 to Current  Precision Opinion - Las Vegas, NV   * Improved operations by working with team members and customers to find workable solutions. * Worked closely with team members to deliver project requirements, develop solutions and meet deadlines. * Improved customer satisfaction by finding creative solutions to problems. * Utilized script for on-demand phone project assignment to deliver surveys to recipients. * Maintained confidentiality when addressing sensitive information with tact and diplomacy. * Interacted sensitively, effectively, and professionally with individuals from diverse cultural, socioeconomic and educational, sexual, gender and religious orientations and backgrounds.   Loan Officer | 04/2010 to 04/2016  Soaren Management - Las Vegas, NV   * Assisted senior-level credit officers with complex loan applications. * Performed daily maintenance of loan applicant database. * Improved customer satisfaction by finding creative solutions to problems.   Professional Fundraiser | 03/2011 to 04/2017  Give Right - Las Vegas, NV   * Improved profit margins by streamlining operations and workflow and negotiating competitive vendor contracts. * Provided excellent service and attention to customers when face-to-face or through phone conversations. * Earned reputation for good attendance and hard work.   Property Scout | 08/2009 to Current  Hometown Buyers Club - Las Vegas, NV   * Provided excellent service and attention to customers when face-to-face or through phone conversations. * Improved customer satisfaction by finding creative solutions to problems. * Improved operations by working with team members and customers to find workable solutions. |

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| Education and Training | Trenton Central High School - Trenton, NJ  High School Diploma  **06/1994**  Mercer County Community College - Trenton, NJ  Associate of Arts  **06/1987** |