

HENRIETTA MITCHELL

RESEARCH COORDINATOR

PERSONAL PROFILE

I am a committed researcher with excellent communication skills. I have expertise and experience in a variety of areas, such as Anthropology and Art Studies.

AWARDS & ACHIEVEMENTS

Awarded Bell and Tanner's Top Researcher - August 2016
Published "Unity and Diversity in the Modern Era: A Study of Social Media Platforms" - July 2017

CONTACT INFORMATION

Home: 123-456-7890
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EMPLOYMENT HISTORY

Research Coordinator

Tradewell-McMann Inc. (2017 - Present)

- Organizes and conducts interviews with clients and subjects
- Assesses resources and produced deliverables on time
- Prepares research publications

Research Assistant

The Bell and Tanner Group (2014 - 2017)

- Responsible for following established guidelines and gathering relevant data for projects and reports
- Assisted senior researchers during interviews

PREVIOUS EDUCATION

University of El Dorado

Bachelor of Science in Anthropology, June 2014

- President, Dorado Student Union
- Vice President, Anthropology Club
- Member and Volunteer, Student Tutoring Center
- Member, Frisbee Team

San Dias High School

Graduated Class of 2010, Honor Roll

- President, Student Council
- Vice President, Environmental Club
- Member, Math Society
- Member, Hiking Club
- Member, JV Rugby
- Member, Swim Team

SKILLS AND ABILITIES

- Microsoft Office Programs
- Editing copy
- Extensive knowledge of Anthropology
- Research and data collection
- Data assessment
- Great communication skills