Communicated directly with study participants to clarify participation requirements and troubleshoot difficulties complying with study parameters.

Communicated with project managers to illustrate research projects needs, producing [Result].

Completed spreadsheets on specific data tracking vectors for upload to central project database.

Processed and scanned physical research materials, uploading documents to [Type] client's FTP (File Transfer Protocol) server.

Strictly adhered to all appropriate privacy legislation involving participants' personal information.

Complied with market research best practices and appropriate ISO guidelines during research testing.

Tracked recruitment processes for study formats such as [Type] and [Type].

Managed respondent outreach to confirm participation via phone and email contact.

Managed end-to-end sample tracking for [Type] studies in [Type] industry.

Participated in project status update meetings, keeping stakeholders apprised of ongoing data collection efforts and preliminary results.

Leveraged highly effective communication and active listening skills to work effectively scientists of diverse backgrounds and accomplish common research goals.

Took active role in departmental meetings, engaging with all parties and transcribing detailed notes of plans, decisions and options discussed.

Hosted market research interviews, selecting focus group participants based on clients' prescribed demographics.

Implemented [Type] programs to increase public education of [Area of expertise] and share newly developed research findings.

Ordered and organized study materials in collaboration with mailing vendors and providers.

Completed over [Number] tests on [Type] research participants, recorded findings in [Software] and reported them to supervisors.

Organized [Type] research from start to finish by designing effective questionnaires and data entry procedures.

Organized paperwork, including participant-informed consent waivers and research scope documentation.

Performed in-depth interviews with research subjects and compiled data and analyses into reports for review by group leader.

Digitized and organized [Type] data using [Software] to streamline research procedures.