1. Digitized and organized [Type] data using [Software] to streamline research procedures.
2. Organized paperwork, including participant-informed consent waivers and research scope documentation.
3. Took active role in departmental meetings, engaging with all parties and transcribing detailed notes of plans, decisions and options discussed.
4. Validated incoming data to check information accuracy and integrity while independently locating and correcting concerns.
5. Performed in-depth interviews with research subjects and compiled data and analyses into reports for review by group leader.
6. Cut research supply costs by $[Amount] through keeping precise and diligent records of supplies used and needed in [Software].
7. Implemented [Type] programs to increase public education of [Area of expertise] and share newly developed research findings.
8. Assisted [Number] scientists with in-depth data research in both lab and office environments.
9. Completed over [Number] tests on [Type] research participants, recorded findings in [Software] and reported them to supervisors.
10. Used [Software] to enter data into project database and provided updates on [Timeframe] basis.
11. Leveraged highly effective communication and active listening skills to work effectively scientists of diverse backgrounds and accomplish common research goals.
12. Supported design and implementation of survey instruments such as telephone questionnaires to obtain study information.
13. Developed macros, special formulas and other actions to produce reliable and consistent statistical reviews.
14. Helped team meet regulatory requirements by coordinating documentation and filings.
15. Created over [Number] research summaries and presented them to supervisors to advocate further research, funding or [Result].
16. Disseminated research findings to various personnel in different formats, including white papers, presentations and spreadsheets.
17. Organized [Type] research from start to finish by designing effective questionnaires and data entry procedures.
18. Evaluated potential subject participants to assess suitability for planned studies.
19. Collected and recorded data at various field sites for later assessment and data analysis.
20. Reviewed and verified [Type] data before entering into database to enhance research quality and accuracy.