

**Janice Jones**  
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## Profile

Professional research assistant with 8+ years of experience providing support to research fellows in university and think tank settings. Skilled in data collection and recording, experimentation, literature reviews, and fact-checking, editing and proofreading. Exceptional communication, analytical and presentation skills that help to advance the overall objectives of the research team while excelling in individual duties.

## Professional Experience

### **Senior Research Assistant, Bayou State University, Central, Louisiana**

*November 2015 – Present*

- Assist research professors in the behavioral sciences department during psychological experiments
- Conduct cognitive, social, motivational, temperament and biobehavioral experiments and interviews
- Compose statistical-based reports based upon collected data
- Publish findings reports using AMA-style citations

### **Junior Research Assistant, ABC Think Tank, Baton Rouge, Louisiana**

*March 2012 – November 2015*

- Adhered to clinical trial protocols in scientific, behavioral and psychological experiments
- Interviewed subject participants and gather project-specific informed consent forms
- Composed clinical development plans, case report forms and clinical trial forms for research fellow review
- Performed bi-annual reviews of study findings for accuracy and completeness

## Education

### **Master of Science in Research Education**

*LOUISIANA INSTITUTE OF SCIENTIFIC RESEARCH New Orleans, LA August 2008 to March 2012*

## Key Skills

- Working knowledge of ABC Research Software
- Prepare professional-quality project-related reports in Adobe InDesign
- Extensive experience in quantitative and qualitative research methods
- Excellent spoken and written communication skills