

Janice Jones

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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.

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

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