



NEEL KAPOOR

Research Assistant

literature review, data collection support, coding

Chennai, India | neel.kapoor@example.com | ROLE 22-05

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Research Assistant with an illustrative 12-year career in academic teaching, research and scholarly collaboration. Combines literature review, data collection support, coding with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes research data preparation, literature evidence map and participant scheduling process. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced research assistant opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes M.Sc in Research Methods. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

12 years

ILLUSTRATIVE CAREER

4

CAREER APPOINTMENTS

3

WORK EXAMPLES

2

EDUCATION RECORDS

CORE COMPETENCIES

literature review / data collection support
coding / data cleaning
research coordination / reference management
ethics documentation / report preparation

PROFESSIONAL MISSION

Turn a clear brief into dependable academic teaching, research and scholarly collaboration work: understand the context, apply literature review and data collection support, record the evidence and explain the limitations before handover.

Career family: Higher Education & Research | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Research Assistant

Meridian Research Institute (fictional)

Jul 2023 - Present | Chennai, India

Independent ownership of scoped research assistant work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Reconciled variables and documented transformations.
- Created a transparent screening and extraction log.
- Led brief clarification and prioritised work using literature review, data collection support and coding. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a study protocol or teaching plan to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of data cleaning and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Research Assistant

Northline Research Institute (fictional)

Jul 2019 - Jun 2023 | Chennai, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in coding and data cleaning.

- Maintained permissioned scheduling and protocol checklists.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied research coordination and reference management to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a contribution and review statement so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Define the research question, methodological limits and approval needs before collection.
- Maintain reproducible records and distinguish interpretation from supported findings.
- Attribute contributions transparently and protect participant or laboratory information.

PROFESSIONAL EXPERIENCE / EARLIER

Research Assistant

Cedarbridge Research Institute (fictional)

Jul 2016 - Jun 2019 | Chennai, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving literature review and data collection support using a documented preparation and review process.
- Supported literature evidence map by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through ethics documentation and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Research Assistant

Cedarbridge Research Institute (fictional)

Jul 2014 - Jun 2016 | Chennai, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with literature review and coding within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Research data preparation. Reconciled variables and documented transformations. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Literature evidence map. Created a transparent screening and extraction log. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Participant scheduling process. Maintained permissioned scheduling and protocol checklists. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Research data preparation

P1 | Jan 2024 - Jun 2024 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in academic teaching, research and scholarly collaboration; not a real client case study.

Problem. Dataset versions contained unresolved coding differences.

Objective. Create a workable response to this issue through literature review, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Research Assistant; owned the stated workstream, not the full organisation or every collaborator contribution.

- Reconciled variables and documented transformations.
- Prepared the scope with the commissioning team, identified unresolved inputs and used literature review to turn the brief into a sequenced work package.
- Applied data collection support and coding while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. literature review / data collection support / coding / data cleaning

Deliverables. Research data preparation - scoped brief; Research data preparation - reviewed working package; Research data preparation - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a study protocol or teaching plan and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for research data preparation, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): study protocol or teaching plan; research notebook and analysis index; contribution and review statement.

SPECIALIST PRACTICE

Scholarly record

The sample focuses on literature review, data collection support, coding. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on literature review and data cleaning for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of literature evidence map, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Publication titles and studies are fictional demonstrations, not peer-reviewed publications, grants or real participant research.

SELECTED WORK / 02 AND 03

Literature evidence map

P2 | Jan 2025 - Jun 2025 | Meridian Research Institute (fictional)

Problem. Relevant studies were scattered across informal notes.

Objective. Create a workable response to this issue through data collection support, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Research Assistant; owned the stated workstream, not the full organisation or every collaborator contribution.

- Created a transparent screening and extraction log.
- Prepared the scope with the commissioning team, identified unresolved inputs and used coding to turn the brief into a sequenced work package.
- Applied data cleaning and research coordination while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. data collection support / coding / data cleaning / research coordination

Delivered. Literature evidence map - scoped brief; Literature evidence map - reviewed working package; Literature evidence map - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for literature evidence map, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): study protocol or teaching plan; research notebook and analysis index; contribution and review statement.

Participant scheduling process

P3 | Jan 2020 - Jun 2020 | Northline Research Institute (fictional)

Problem. Study appointments lacked coordinated follow-up.

Objective. Create a workable response to this issue through coding, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Research Assistant; owned the stated workstream, not the full organisation or every collaborator contribution.

- Maintained permissioned scheduling and protocol checklists.
- Prepared the scope with the commissioning team, identified unresolved inputs and used research coordination to turn the brief into a sequenced work package.
- Applied reference management and ethics documentation while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. coding / data cleaning / research coordination / reference management

Delivered. Participant scheduling process - scoped brief; Participant scheduling process - reviewed working package; Participant scheduling process - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for participant scheduling process, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): study protocol or teaching plan; research notebook and analysis index; contribution and review statement.

EDUCATION AND SPECIALIST LEARNING

M.Sc in Research Methods

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2012 - May 2014 | completed - fictional record
Focus: literature review, data collection support, data cleaning. Specialist study on research data preparation; an illustrative learning project, not a published result.

B.Sc in Psychology

Cedarhaven College of Applied Studies (fictional institution)
Jul 2009 - May 2012 | completed - fictional record
Focus: coding, research coordination, reference management. Applied coursework in literature review, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Research integrity seminar (2023). Literature review and data cleaning in the context of research assistant work. Used reflective exercises and a bounded practice example related to research data preparation.

Reproducible analysis workshop (2024). Data collection support and research coordination in the context of research assistant work. Used reflective exercises and a bounded practice example related to literature evidence map.

Academic supervision practicum (2025). Coding and reference management in the context of research assistant work. Used reflective exercises and a bounded practice example related to participant scheduling process.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: onsite or hybrid by role requirements. Relocation: open to discussion - sample preference.

Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Publication titles and studies are fictional demonstrations, not peer-reviewed publications, grants or real participant research.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

Use for templates, product demonstrations and test data only. Replace fictional claims and remove the demo label only after approval of real candidate information.

Contact placeholder: neel.kapoor@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.