

Robert Smith

Captioning Assistant

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SUMMARY

Highly qualified Captioning Assistant with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

SKILLS

Excel, PowerPoint, Microsoft office, word and various other platforms.

WORK EXPERIENCE

Captioning Assistant

ABC Corporation - 2014 - 2015

- Provided a service to the deaf and hearing impaired.
- Worked in receiving where we deal with pallets and opening boxes.
- In charge of cataloging all of our back stock of the store.
- Worked on the floor as both a sales associate and cashier.
- Used voice-recognition software to caption telephone calls for the deaf and hard of hearing.
- Perform remote monitors on captionists calls to ensure they uphold call quality standards.
- Demonstrated an ability to quickly and efficiently proofread and type.

Captioning Assistant

Delta Corporation - 2011 - 2015

- Provide quick and accurate captions for telephone conversations using voice recognition applications.
- Captioned phone call in real-time for the hard of hearing community.
- Provide quality captions for hearing impaired.
- Reliably caption calls for clients who are hard of hearing/deaf.
- Keep up with high call volumes.
- Caption occasional difficult calls.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Business - (Riverside University High School Milwaukee - Milwaukee, WI)