

Court Reporter

ROBERT SMITH

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Objective

Our court system has provided with a living for the last thirty years. Coming from a family of attorneys has been an advantage and made experience as an independent court reporter more stimulating and satisfying.

Skills

Microsoft office, Phone/communication.

Work Experience

Court Reporter

ABC Corporation - April 2011 - October 2016

- Processed over 3, 000 powers of attorney, 500 legal actions, and 4,400 notaries serving over 6,000 Soldiers.
- Groomed and mentored 2 junior Soldiers in the court reporting field who successfully completed training.
- Certified Defense Records Management Supervisor.
- Maintained 100 percent accountability of over \$100,000 worth of court reporting equipment.
- Drafted court reporter standard operating procedure guide ensuring consistency and accuracy of section products.
- An integral part in the coordination, preparation, design, and setup of a proposed courtroom upgrade that would allow courts-martial to proceed more efficiently and securely.
- Performed professional, technical work to record a verbatim accurate report of all Superior Court proceedings ranging from criminal, civil, L and I, personal injury, family court, divorce proceedings, child hearsay hearings.

Court Reporter

ABC Corporation - 2007 - 2011

- Provide innovative legal services to honorable judges, lawyers, and the public Team leader and relationship builder.
- Managed daily docket for Superior III, court with the highest volume of cases in the state of Indiana.
- Meticulous focus and organization during court proceedings as a court reporter.
- Selected Accomplishments Consistently met and exceeded quotas for all reporting periods.
- Youngest court reporter in the history of Superior III, Clark County.
- Least experienced to move up to court reporter within 6 months of employment.
- Most court reporters obtain the position after a minimum of 5 years of experience in the office..

Education

Associate's in Liberal Arts - (American Military University Charles Town - Charles Town, WV)