ROBERT SMITH

Jr. Court Reporter

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SUMMARY

Many years of experience as a court reporter so have a well-rounded vocabulary and strong grammar, spelling, and punctuation skills. Looking for customer service or office work.

SKILLS

Computer Skills, Customer Service, Excel, Microsoft Office, Mathematics.

WORK EXPERIENCE

Jr. Court Reporter

Office Of Disability Adjudication & Review - October 2012 – 2019

- Process more complex hearing cases where analysis of pertinent issues and interpretation of the provisions of the laws, regulations, rulings, precedents, policies, procedures and guidelines relative to the cases is necessary.
- File a legible transcript of records of a court case with the court clerks office.
- Provide transcripts of proceedings upon request of judges, lawyers, or the public.
- Record verbatim proceedings of courts, legislative assemblies, committee meetings, and other proceedings, using computerized recording equipment, electronic stenograph machines.
- Respond to requests during court sessions to read portions of the proceedings already recorded.
- Transcribe recorded proceedings in accordance with established formats.
- Organize and prioritize the daily court schedule in accordance with statutes, court rules, administrative orders, and operational policies; Ensure that all recording equipment is tested and in proper working order prior to the beginning of court sessions.

Court Reporter

Laci Walker Reporting - 2011 – 2012

- Duties and responsibilities include supervising other court reporters with workflow needs and ensuring client satisfaction with our/their work product.
- Accurately take down depositions and court proceedings stenographically and scope them and produce them for attorneys as needed.
- Effectively book and confirm upcoming jobs with attorneys.
- Deal with all billing aspects of my company.
- Handle all client customer service issues that may arise and handle them effectively.
- Proofread all transcripts before they go out to the attorney to ensure proper grammer rules are followed and errors are corrected.
- Possess a knowledge base of courtroom procedures..

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SCHOLASTICS

- Certificate in Photography - (Carnival School of Photography - Miami, FL)

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