

# ROBERT SMITH

## Freelance Court Reporter

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Certified Real-Time Registered Court Reporter is now seeking to obtain a full-time position which offers the opportunity to use the education and experience one has obtained during the career.

### CORE COMPETENCIES

Microsoft Office, Type 60 Wpm, Machine Shorthand, Word Processing (Editing).

### PROFESSIONAL EXPERIENCE

#### Freelance Court Reporter

**ABC Corporation - May 1997 – January 2009**

##### Key Deliverables:

- Accurately recorded, transcribed, and certified examinations of depositions before trial proceedings per state requirements.
- Took the verbatim records in deposition settings (non-court), and producing a printed transcript of the same.
- Recorded verbatim testimony of depositions, various meetings, and hearings, notarize medical releases and documents, type and proofread transcripts.
- Produced transcripts from depositions covering Negligence, Civil, Contract Litigation, and Matrimonial.
- Covered assignments nationwide, reported depositions, court proceedings - civil and criminal, .
- Accountable for all accounting, marketing, and business development functions.
- Created legal and medical transcripts with accuracy for attorneys within the deadline provided.

#### Freelance Court Reporter

**Delta Corporation - 1994 – 1997**

##### Key Deliverables:

- Accurately recorded, transcribed, and certified examinations of depositions before trial proceedings per state requirements Traveled within 3.
- Taking the verbatim records in deposition settings (non-court), and producing a printed transcript of the same.
- Record verbatim testimony of depositions, various meetings, and hearings, notarize medical releases and documents, type and proofread transcripts for.
- Produce transcripts from depositions covering Negligence, Civil, Contract Litigation, and Matrimonial.
- As Freelance Court Reporter, responsibilities included verbatim reporting of depositions, court proceedings, arbitrations utilizing Computer-Assisted.

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- Nationwide As a self-employed Freelance Court Reporter covering assignments nationwide, reported depositions, court proceedings - civil and criminal, .
- Utilized Computer-Assisted Translation in most cases.

### EDUCATION

AAS In Court Reporting - 1986(Mile Hi Business Academy - Lakewood, CO)

