



# WILLIAM PEREZ

## Freelance Video Transcriptionist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### SKILLS

Time Management



Video Transcription



Captioning Skills



Language Translation



Remote Work Skills



Customer Service



### INTERESTS

📖 Birdwatching 🏠 Traveling

🏋️ Sports Coaching 🏆 Knitting

### STRENGTHS

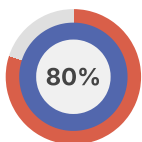
🔧 Pragmatism

🍃 Sensitivity

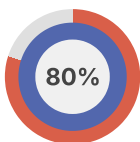
💖 Sincerity

⚓ Stability

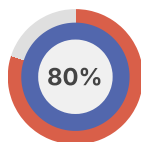
### LANGUAGES



English



Arabic



Dutch

### ACHIEVEMENTS

🌟 Achieved a 98% accuracy rate in transcriptions for diverse clients.

🌟 Completed over 500 hours of audio and video transcription within deadlines.

### PROFESSIONAL SUMMARY

Bringing over seven years of expertise in video transcription, I adeptly transform audio and video content into precise written formats. My commitment to detail ensures accuracy, while my ability to meet tight deadlines enhances client satisfaction. I thrive on delivering high-quality transcriptions that facilitate effective communication across various sectors.

### WORK EXPERIENCE

#### Freelance Video Transcriptionist

📅 Feb / 2020-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Transcribed audio and video recordings into accurate written documents, ensuring clarity and fidelity to the source material.
2. Utilized advanced transcription software to enhance efficiency and accuracy in producing transcripts.
3. Reviewed and edited transcripts for grammatical and contextual accuracy prior to delivery.
4. Collaborated with clients to understand specific transcription needs and provided tailored solutions.
5. Maintained confidentiality and data security throughout the transcription process.
6. Produced high-quality transcripts for various sectors, including academic, legal, and corporate environments.
7. Consistently met tight deadlines while managing multiple transcription projects simultaneously.

#### Freelance Transcriptionist

📅 Feb / 2018-Feb / 2020

Silver Lake Enterprises

📍 Seattle, WA

1. Performed transcription of complex medical and legal recordings, ensuring adherence to industry standards.
2. Utilized various transcription tools and technologies to streamline workflows and enhance productivity.
3. Maintained up-to-date knowledge of transcription best practices and software advancements.
4. Participated in quality control initiatives to improve transcription accuracy and client satisfaction.
5. Assisted in training new transcriptionists on software and best practices.
6. Provided feedback to management on potential improvements in transcription processes.

### EDUCATION

#### Bachelor of Arts in English

📅 Feb / 2016-Feb / 2018

University of California

📍 Denver, CO

Focused on advanced writing, editing, and communication skills relevant to transcription.