



# HARPER LEWIS

Senior General Transcriptionist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Expertise In Electronic Health Records



Transcription Speed



Familiarity With Jargon



Client Relationship Management



Workflow Optimization



Document Management



## INTERESTS

🦋 Birdwatching 🧳 Traveling

🏠 Sports Coaching 🧶 Knitting

## STRENGTHS

🔧 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

## LANGUAGES



English



French



Russian

## ACHIEVEMENTS

★ Achieved a 98% accuracy rate in transcriptions over a 12-month period.

★ Successfully streamlined the transcription process, reducing turnaround time by 20%.

## PROFESSIONAL SUMMARY

Dynamic Senior General Transcriptionist with 7 years of specialized experience in converting diverse audio formats into high-quality written documentation. Proficient in advanced transcription software, I ensure meticulous adherence to client specifications and enhance overall clarity. My commitment to accuracy and attention to detail drives effective communication across various sectors.

## WORK EXPERIENCE

### Senior General Transcriptionist

📅 Apr / 2021-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Transcribed audio files into accurate text documents for various clients, ensuring adherence to specific formatting requirements.
2. Maintained a consistent 24-48 hour turnaround time, meeting tight deadlines without compromising quality.
3. Edited and proofread transcripts to enhance clarity and accuracy, leading to improved client satisfaction.
4. Provided expert assistance to clients regarding transcript-related inquiries and product orders.
5. Handled a range of transcription types, including medical, legal, and financial documents.
6. Effectively organized and documented all completed transcriptions according to established procedures.
7. Consistently adhered to client guidelines and preferences for formatting and notation.

### General Transcriptionist

📅 Apr / 2018-Apr / 2021

Cactus Creek Solutions

📍 Phoenix, AZ

1. Executed transcription for various documents required by contracted agencies, including legal and investigative firms.
2. Established a well-organized home office, ensuring confidentiality and optimal workflow as an independent contractor.
3. Transcribed letters, memos, and other documents into client-specific templates using Microsoft Word.
4. Handled transcription of audio and video files, ensuring high-quality output.
5. Responsible for accurately transcribing dictations from meetings, lectures, and other professional engagements.
6. Converted audio files of interviews, focus groups, and financial reports into precise written formats.

## EDUCATION

### Bachelor of Arts in English

📅 Apr / 2015-Apr / 2018

University of California

📍 Phoenix, AZ

Focused on linguistics and communication skills, enhancing proficiency in written documentation.