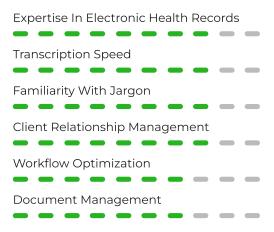


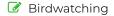
# **HARPER LEWIS** Senior General Transcriptionist

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

## **SKILLS**



## **INTERESTS**









#### STRENGTHS









# **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

Cactus Creek Solutions

**耳** 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
- 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

University of California

**耳** Phoenix, AZ

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

