



MASON WILSON

Transcriber

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Skilled transcriber with 2 years of experience in accurately converting diverse audio and video content into clear written text. Proficient in using specialized transcription tools and maintaining high standards of quality while meeting strict deadlines. Passionate about delivering precise transcripts that enhance communication across various fields, including legal and educational sectors.

WORK EXPERIENCE

Transcriber Jan / 2024-Ongoing
Quantum Solutions LLC 📍 Phoenix, AZ

- 1. Transcribed audio files for clients, including the Social Security Administration, ensuring high accuracy and adherence to client specifications.
- 2. Recorded audio and took comprehensive notes during live sessions to enhance transcript quality.
- 3. Accurately transcribe audio recordings into written text with high attention to detail.
- 4. Produced detailed reports for attorneys, many of which were utilized in courtroom proceedings.
- 5. Ensure proper grammar, punctuation, and formatting in all transcriptions.
- 6. Maintained extensive knowledge of court procedures and legal terminology to support accurate transcription.
- 7. Listen to recordings and identify key themes and important information.

Transcriber Jan / 2023-Jan / 2024
Silver Lake Enterprises 📍 Seattle, WA

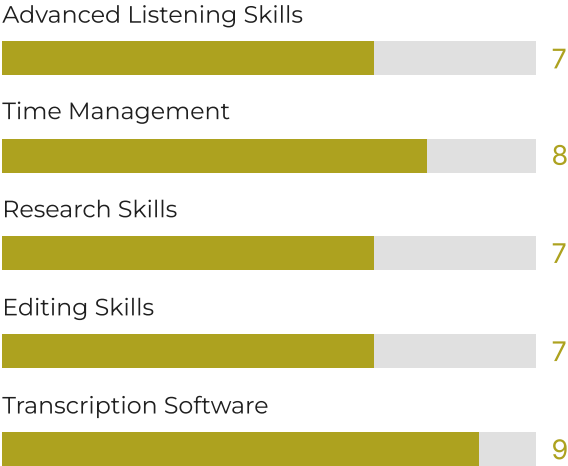
- 1. Reviewed and transcribed raw interview footage, enhancing narrative clarity for production teams.
- 2. Transcribed teacher-student interviews, contributing to educational assessments and feedback.
- 3. Worked with psychologists to transcribe clinical reports, ensuring confidentiality and accuracy.
- 4. Organized and managed daily schedules to meet varied client deadlines effectively.
- 5. Transcribed police reports for multiple departments, ensuring compliance with legal standards.

EDUCATION

Associate of Arts in Transcription Jan / 2022-Jan / 2023
City Community College 📍 Phoenix, AZ

Focused on transcription techniques, audio processing, and legal terminology.

SKILLS



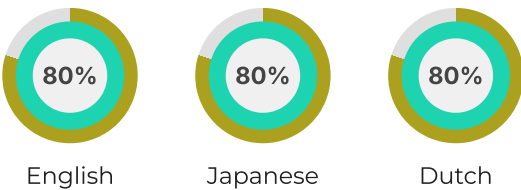
INTERESTS

- 🎨 Art
- 🧘 Volunteering
- 🌲 Hiking
- 🧘 Yoga

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- ★ Achieved a typing speed of 80 WPM with 98% accuracy.
- ★ Recognized for exceptional performance with an Employee of the Year award.