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## Caption Writer Resume

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### Job Objective

Seeking an exciting and challenging position as a Caption Writer in a company where my skills and knowledge can be used to the fullest.

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### Highlights of Qualifications:

- Substantial experience of planning, composing and presenting captions
  - In-depth knowledge of video transcription process and operation of transcription & captioning software
  - Operational knowledge of using MS Office, Lotus Notes, Windows OS and Adobe Acrobat
  - Familiarity with building and maintaining long term client relationships
  - Ability to create captions in more than one language including English
  - Ability to organize, handle, and complete all captioning tasks, on time
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### Professional Experience:

Caption Writer  
SpecPro Technical Services, LLC, Seattle, WA  
August 2012 – Present

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### Responsibilities:

- Produced, proofread, and revised all captions of assigned images, for sale.
- Wrote, formatted, and provided captions for TV based and online promos and commercials.
- Composed, reviewed, and edited captions of a variety of TV programs.
- Prepared and presented closed captions of audio/video content for audience with hearing disorders.
- Planned, placed, and synchronized all captions with dialogues, in an accurate manner.
- Attended meetings with executives and maintained timely records of completed work.

Caption Writer  
Wastren Advantage Inc, Seattle, WA  
May 2009 – July 2012

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### Responsibilities:

- Composed and edited captions to define music and background noises.
  - Wrote, reviewed, and revised all captions, in an effective and timely manner.
  - Interpreted and translated dialogues into captions for both English speaking and non-English speaking audiences.
  - Edited, placed, and matched all captions with their respective dialogues, correctly.
  - Operated and maintained computerized captioning system, properly and efficiently.
  - Oversaw and assisted in encoding of captions to TV production master tapes.
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### Education:

Master's Degree in Creative Writing  
Austin Peay State University, Clarksville, TN

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