
Freelance Court Reporter Resume

Job Objective

Seeking to join a reputed organization as a Freelance Court Reporter to deliver the best of my professional ability.

Highlights of Qualifications:

- Highly experienced in verbatim recording, transcription and presentation of court proceedings and testimony
 - Profound knowledge of court hearing procedures and legal terminology
 - Outstanding knowledge of real-time reporting and standard clerical practices
 - Proficient in using MS Office and computer-aided transcription software
 - Ability to set up and operate stenographic machine and Dictaphone
 - Ability to transcribe accurate and complete transcriptions of stenographic notes
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Professional Experience:

Freelance Court Reporter
Porter Walker & Associates Inc, South Bend, IN
August 2012 – Present

Responsibilities:

- Took dictation of verbatim testimony and covered trials, hearings and court matters.
 - Used computer-aided transcription system and operated stenographic software to transcribe dictations.
 - Edited transcripts and delivered them to law offices, in a timely manner.
 - Recorded and notarized all transcribed documents, properly and safely.
 - Researched confidential cases and prepared corresponding reports and legal documents.
 - Developed and maintained positive professional relationships with legal communities.
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Freelance Court Reporter
Accurate Stenotype Reporters, Inc, South Bend, IN
May 2009 – July 2012

Responsibilities:

- Transcribed and reported verbatim depositions and proceedings in courtroom.
 - Typed on stenographic machine and recorded all proceedings in a timely manner.
 - Edited and corrected transcripts using computer-aided transcription software.
 - Observed legal standards and court rules and maintained confidential information, accordingly.
 - Preserved and maintained reliability and accuracy of legal transcripts, exhibits, and records.
 - Established and maintained relationships with government officials, private investigators, and attorneys.
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Education:

Bachelor's Degree in Court Reporting
Stephen F. Austin State University, Nacogdoches, TX

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