
Official Court Reporter Resume

Job Objective

Highly-motivated Official Court Reporter seeking position with company in which to put my experience to good use.

Highlights of Qualifications:

- Highly experienced in verbatim transcription and reporting of court proceedings, verdicts and orders
 - Profound knowledge of court procedures, legal and medical terminology and legal concepts
 - Outstanding knowledge of using word processor, spreadsheet, database and computer-aided transcription software
 - Familiarity with maintaining confidentiality of sensitive legal documents and issues
 - Ability to interact with judges, attorneys, litigants and public in a diplomatic manner
 - Ability to transcribe stenographic notes in an accurate and timely manner
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Professional Experience:

Official Court Reporter
Minnesota Judicial Branch, Fayetteville, NC
August 2012 – Present

Responsibilities:

- Developed verbatim stenographic notes and performed computer-aided transcription of all court proceedings.
- Set up and used stenographic machine and other related equipment for record and transcription purpose.
- Used transcription software and created transcripts electronically and on time.
- Edited, corrected, and archived transcripts, notes and documents, in a timely manner.
- Produced and maintained error-free and complete legal records and stenographic notes.
- Prepared and delivered transcripts of court proceedings when requested.

Official Court Reporter
Arkansas Supreme Court, Fayetteville, NC
May 2009 – July 2012

Responsibilities:

- Attended and transcribed verbatim all civil and criminal proceedings.
 - Checked and edited all printed transcripts of court proceedings for accuracy.
 - Followed established legal formats and produced transcripts and recordings accordingly.
 - Prepared and delivered transcripts to judges, attorneys, and litigants, when ordered.
 - Set up, operated and maintained manual and computer-aided recording systems.
 - Archived, arranged and maintained a variety of electronic and paper-based notes and related files.
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Education:

Bachelor's Degree in Court Reporting
Seattle Pacific University, Seattle, WA

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