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OBJECTIVE:

Seeking transcription work from WAV and digital media files with Case Viewer, FTR Gold software and high-speed internet.

EXPERIENCE:

Stenogirl.com, Owner. Transcription of court proceedings from JAVS, FTR Gold and Wav digital-media files. Current clients include Municipal, Justice and State jurisdictions with another client involved in ongoing litigation in Federal Court. Stenogirl.com uses the latest technology with the use of File Transfer Protocol or (FTP). This technology allows a client to transfer large media files almost instantaneously for quick turn-around time.

Dependable Transcribing. Legal transcription from various Windows Media digital file formats, cassette and video. Media files are obtained from a file transfer protocol server and transcripts transferred back to FTP server when completed.

Dog Bite, a P.C., Paralegal. In this position it was necessary to conduct, record and transcribe witness statements, draft court documents and correspondence from dictation, gather documents and information for client files. Private investigations. Compile and compose electronic demand packages with Dreamweaver, html editing software. Extensive use of XP Office products and high-speed internet. Involved in settlement negotiations.

City of Las Vegas, Deputy City Clerk. This position consisted of taking minutes of City Council meetings and Planning Commission meetings by way of Stenograph machine and CAT software. Generated, transcribed and proofed verbatim transcripts of requested Items and prepared Action Notices with regard to actions taken at these meetings. Certified copies of City documents. Drafted work card appeals for denied applicants. Extensive use of XP Office products.

CCSN, Stenographic note taker for students with disabilities. This was a self-created position in which the steno machine is used in conjunction with realtime software to take and transcribe selected portions of classroom lectures verbatim, while paraphrasing the remainder.

EDUCATION AND PERSONAL ACCOMPLISHMENTS:

Las Vegas College, Las Vegas, NV (2000 to 2004)
Court reporting program. Heavy emphasis placed on speed, medical and legal terminology. Certified at 140 words per minute on steno machine with 97.5% accuracy.

Community College of Southern Nevada, North Las Vegas, NV (1990 to 1999)
GPA 3.25, Paralegal Studies and Music.

Author of **The Beverage Bible 2000, Vegas Cocktail Server Edition**
A training manual for beverage service in the gaming industry.

EMPLOYMENT HISTORY:

4/06 to present	<u>Stenogirl.com</u> , Las Vegas, NV Sole proprietor/Owner
4/04 to 4/06	<u>Dependable Transcribing</u> , Las Vegas, NV Legal Transcriptionist
7/03 to present	<u>Dog Bite</u> , APC, San Diego, CA (virtual office) Paralegal/transcriptionist
10/03 to 2/04	<u>City of Las Vegas</u> , Las Vegas, NV Deputy City Clerk
2/02 to 10/03	<u>CCSN</u> , North Las Vegas, NV Stenographic note taker for students with disabilities
5/01 to 4/02	<u>Paulson Reporting</u> , Las Vegas, NV Court recorder, Administrative Appeals, Worker's Compensation
8/99 to present	Freelance model, Las Vegas, NV ZED and resume available upon request

