

Personal Information:

JOSEPH MUEMA

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(202) 998-3479

Date of Birth: June 13th, 1999,

Nationality: United States

Objective: Highly skilled legal/medical/general transcriptionist seeking a position in a reputable organization, providing accurate and on-point transcription services.

Education:

- 2018-2022: Bachelor's Degree in Industrial Chemistry, University of Chicago.
- 2017 High School Diploma, Connecticut IB Academy.

Skills:

- Strong typing skills with a speed of **68 wpm**.
- Accurate transcription and time-syncing of dialogues, sound effects, and musical cues
- Extensive knowledge of formatting standards.
- Excellent command of English with native-like proficiency
- Excellent attention to detail and accuracy
- Ability to work under pressure and meet tight deadlines
- Strong problem-solving and troubleshooting skills
- Strong communication and teamwork skills
- Ability to adapt and learn new software or technologies quickly

Experience: Legal Transcriptionist, eScribers.net(2018-Dec 2020),

- Transcribed various legal proceedings, including court hearings, depositions, and legal meetings, with a high level of accuracy and attention to detail.
- Demonstrated proficiency in utilizing transcription software, foot pedal control, and other tools to enhance productivity and efficiency.
- Maintained strict confidentiality and adhered to ethical guidelines in handling sensitive and confidential information.

Legal transcriber, dailytranscription.com (2021- Dec 2023)

- Transcribed, time-synced, and formatted captions according to client specifications
- Ensured accuracy, readability, and synchronization of audio/video content
- Met tight deadlines and managed multiple projects simultaneously
- Communicated effectively with clients to understand their requirements and provide appropriate solutions

Additional Information:

- Proficient in MS Office Suite (Word, Excel, PowerPoint)
- Familiarity with editing software, such as **CaseCAT, Sonix, Express Scribe.**
- Excellent organizational and time management skills
- Strong understanding of accessibility guidelines and requirements
- Proven ability to work independently and as part of a team

REFERENCES

Available upon request.

PROOF – SAMPLE WORK

Available upon request.