

Omar Riberia

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Waseca, Minnesota(MN)

Objective

To obtain a freelance position as a transcriptionist that would both utilize and further develop my skills and experience acquired over nine years working in the fields of both legal and entertainment transcription.

Key Skills

- Typing speed: 80+ WPM.
- Management experience.
- Very experienced in coordinating with staff, co-workers, and clients on a professional level.
- Excellent written and verbal communication skills.
- Able to oversee and correctly handle several levels of softwares of logistics simultaneously.
- Fast learner requiring little supervision.
- Proficient with multiple Windows platforms, Microsoft Word, Excel, Outlook, ExpressScribe, Textpad, and OpenOffice among others.
- Very experienced with FTP applications such as FilesAnywhere, Dropbox, and Hightail
- Able to learn and utilize proprietary quickly and with minimal assistance.

Experience

ABC Corporation

September 2018 to May 2021

Transcriptionist

Manhattan, New York

- Producing accurate and timely transcripts of digital video and audio recordings such as cast and crew interviews, commentaries, shoot footage, and promotional materials in colloquy format.
- Timestamping transcripts to assist in post-production.
- Telecommuting position performed in a freelance capacity.

Netflix

Netflix CQC Operator

August 2017 to July 2018

Los Gatos, California

- Utilized Netflix's proprietary software to spot-check subtitles, closed captioning, and video/audio sync of Netflix content for accuracy before release to the public.
- Reported inaccuracies or instances to Netflix with the correct error codes and provided sufficient examples for review.
- Telecommuting position performed in a freelance capacity.

Verbit.ai

Transcriptionist

November 2016 to June 2017

- Providing accurate and timely transcripts of digital video and audio recordings such as celebrity interviews, reality show interviews, and documentary footage in Q and A or colloquy format as requested.
- Timestamping transcripts to assist in post-production.
- Telecommuting position performed in a freelance capacity.

Dow Jones

Proofreader/Editor

September 2015 to June 2016

- Utilized SDIMedia's proprietary software to proofread transcripts against recorded audio files to ensure correct spelling, grammar, and format.
- Made corrections if necessary and resubmitted to the client.
- Telecommuting position performed in a freelance capacity.

GAP Inc.

December 2008 to July 2015

California Calendar

Manager

San Francisco, California

- Successfully oversaw a team of Reporter Assignment Supervisors to ensure that all legal proceedings scheduled in the state of California for the following day had a qualified court reporter assigned and confirmed to attend.
- Ensured that Reporter Assignment Supervisors understood policies and procedures and provided them with timely coaching and feedback on productivity and quality of work.
- Created and developed an audit system to minimize error and increase client satisfaction.
- Increased the number of California legal proceedings covered by 200/c between 2009 and 2014.
- Developed and oversaw a separate Transcription Coordinator position within the Calendar Department to process all audio/video files sent in for transcription.
- Increased the number of transcriptions handled by 25% between 2009 and 2014.
- Numerous positive mentions from the Vice-President of Sales, Calendar Director, and satisfied clients in Atkinson-Baker's weekly newsletter.
- August 2015 letter of commendation from the company president available upon request.

Fire District Communications

December 2007 to December 2008

911 Reporter Assignment Supervisor

- Coordinated with the appropriate Reporter Assignment Supervisor to locate, assign, and dispatch available qualified court reporters for legal proceedings placed on calendar for the same day.
- Provided the client with regular updates as to the status of their request.
- Assisted the Calendar Director with special projects where needed.

GMR Transcription

October 2007 to November 2007

Transcriptionist

- Providing accurate and timely transcripts of physical media and digital recordings such as legal proceedings, bankruptcy hearings, medical examinations, and police interviews in Q and A or colloquy format as requested.
- Telecommuting position performed in a freelance capacity.

Education

Emerson College

2004

BACHELOR OF ARTS: VISUAL AND MEDIA ARTS

Boston, Massachusetts

GPA: 3.72 Magna Cum Laude National Gold Key Scholar Dean's List

- GPA: 3.72
- Magna Cum Laude
- National Gold Key Scholar
- Dean's List

Broward Community College

2000

ASSOCIATE OF ARTS: LIBERAL ARTS

Fort Lauderdale, Florida

- GPA: 3.24
- Dean's List