

# Jesse Boger

Transcriptionist/Captioneer

## Contact

### Address

schulenburg, 78956

### E-mail

jessebogger919@gmail.com

## Skills

- Typing speed: 80 WPM  
Links

Windows; MS Word, Excel,  
Outlook, Textpad,  
ExpressScribe

Excellent verbal and written  
communication skills  
LinkedIn

- Transcription – Medical,  
Legal, General

Captioning / subtitles (18+  
Formats) Fuzu Jobs

Embedded Captions -  
Closed Captions

Excellent command of  
English Language; all  
accents freelancer.com.

Computer Aided Design  
drafting

Web Management

- Medical terminology  
expert
- Medical transcription

Responsible freelance transcriber with a drive for excellence in providing quality work with proper time management. Having five plus years' experience in general, legal, medical transcription, and captioning services. Organized Word Processor with excellent grammar and commitment to complying with security policies, respect and adhere to the NDA whether it is there or not. Experience transferring data from paper formats to digital formats. Strengths include transcribing documents, proofreading documents, captioning and subtitling videos, and creating spreadsheets and presentations.

## Work History

2020-04 -

2022-03

### Transcriptionist

*ezDI Inc, Healthcare Solutions, Remote*

- Provided numerous accurate transcripts of digital recorded audios of such forums as medical interviews, promotional shows, religious teachings, celebrity interviews, real estate interviews, podcasts, motivational talks.
- Reviewed and edited transcribed reports and corrected material for spelling, grammar and clarity.
- Maintained over 100 logs of incoming dictation projects and transcription records.
- Tracked and documented processes, communications and report status to remain organized and meet deadlines.
- Translated medical jargon and abbreviations into expanded forms to verify accuracy of patient and health care facility records.
- Completed transcription of gross and final diagnosis for medical reports.
- Reviewed completed reports for proper formatting, grammar and sentence structure.

2019-08 -

2021-01

### Freelance Transcriptionist

*3playmedia, Remote*

- Providing timely transcripts and srt files for videos assigned, (General, Legal and Medical) using Aegisub, Subtitle edit and LAV filters.
- Maintained numerous logs of incoming dictation projects and transcription records.
- Used headsets and transcribing software to take

- Patient chart auditing ability
- Adept multi-tasker
- Understands anesthesia coding
- Proofreading and editing
- Excellent grammar
- Data entry background
- Strong reading talents
- Clerical Support
- Training and Development
- Cultural Awareness

2019-02 -  
2020-05

## **Freelance Subtitled/English Translator**

*Dotsub, Remote*

- Providing accurate and client-ready transcripts of digital audio and video recordings such as online lectures, promotional interviews, insurance investigation interviews, reality shows, legal proceedings, real estate interviews, financial interviews.
- Translate over 100 audio and videos from Japanese to English.
- Translated legal and research materials from Spanish to English.
- Facilitated and supported participation and social communication.
- Proofread, edited and improved documents of different sizes.

2018-11 -  
2019-01

## **Academic Researcher**

*Nurdyturtlez.com, Remote*

- Delivering assigned academic tasks as a freelancer in the fields of Engineering and Management.
- Received and processed stock into inventory management system.
- Worked flexible hours across night, weekend and holiday shifts.

2018-01-  
2019-01

## **Freelance Transcriptionist**

*LandMark Transcription Services., Remote*

- Offering timely transcripts and subtitles for videos and audio files assigned, (General, Legal and Medical) using Aegisub, Subtitle edit and LAV Filters
- Embedded captions and 18+ formats subtitles.
- Maintained logs of incoming dictation projects and transcription records.
- Performed QA metrics, productivity metrics and daily reviews of post-QA reports adhering to transcription quality assurance standards.
- Completed transcription of gross and final diagnosis for medical reports.

- Translated medical jargon and abbreviations into expanded forms to verify accuracy of patient and health care facility records.

2016-01 -  
2018-01

## **Transcriptionist**

*GMR Transcription, Texas*

- Vendor offering General and Legal Transcription services
- Legal Transcriptions – Both Criminal and Traffic proceedings.
- Transcribe Medical Files.
- Reviewed and edited transcribed reports and corrected material for spelling, grammar and clarity.
- Reviewed documentation for compliance with requirements and accuracy of information.
- Attended training associated with role to improve skills and boost speed.
- Entered data into databases in alphabetic and numerical order.

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## **Education**

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2014-02 -  
2016-02

### **Associate of Applied Science: Linguistics**

*University of Houston - Texas*

2018-02 -  
2019-01

### **BBA: Accounts**

*Land College of Liberal Arts. - Online*

2020-03 -  
2022-03

### **Associate of Applied Arts: Education of Individuals With Multiple Disabilities**

*Texas A&M University - Texas*

2022-02 -  
Current

### **Teaching English To Speakers of Other Languages.: Applied Linguistics**

*Texas A&M University - Us*