



# Kristin Williams

Transcriber

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 Kristinwilliams705@gmail.com

High-performing typist with substantial experience in creating, editing and formatting documents. Proficient in Microsoft Office and Google Docs with typing speed beyond average. Strong verbal and written communication skills and excels under tight deadlines. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## Skills

Editing and Proofreading  
Analytical and Critical Thinking  
Excellent Grammar  
SDH Subtitling  
Organization and Time Management

## Work History

2022-07 - Current

### **Caption Editor/Transcriber**

*Happyscribe.com, Barcelona*

- Proofreading editor's files to ensure correct grammar, punctuation and spelling.
- Creating and maintaining SDH subtitles.
- Transcribing movies, TV shows and podcast
- Editing and revising wide array of content for accuracy, clarity and consistency.
- Suggesting improvements to content to enhance quality and accuracy.
- Maintaining integrity and overall quality of transcribed files.

2021-09 - 2023-08

### **Legal Transcriptionist**

*Transcription For Everyone, Severn Road Cleveland, OH*

- Proofreading transcripts to ensure accuracy in spelling, punctuation, grammar, formatting, etc.
- Providing support to attorneys, paralegals, or other legal professionals by transcribing recorded proceedings

- Checked completed work for proper spelling, grammar, punctuation and format.
- Applied audio quality control techniques to provide accurate transcripts from low quality audio.

**2022-02 - 2023-01**

## **Legal Transcriptionist**

*Daily Transcription, Center Drive West, Los Angeles*

- Preparing legal documents through revision and proofreading
- Drafting legal documents such as pleadings and discovery
- Revising previously created transcriptions as needed
- Preparing legal documents and paperwork for filing
- Listen to recordings and transcribe those recordings to text files
- Ensure accuracy of the transcribed text
- Understand details of client requirements regarding formatting and notation
- Complete transcriptions in a timely manner, reviewing grammar, punctuation and spelling prior to submission
- Remain familiar with the latest transcription software and recommend upgrades or enhancements if necessary
- Correct any errors or inaccuracies in a timely manner
- Ensure typing skills are honed and remain sharp by completing typing drills on a regular basis

**2019-08 - 2022-12**

## **General Transcriber**

*Verbit.ai, 169 Madison Ave New York*

- Reviewed and edited transcribed reports and corrected material for spelling, grammar, and clarity.
- Reviewed completed reports for proper formatting, grammar, and sentence structure.
- Proofread and typed various legal documents for attorneys and law firms.
- Used specialized techniques and shortcuts to improve typing speed and meet deadlines.
- Researched online and offline sources to obtain information for official documents or correspondence.
- Translated medical jargon and abbreviations into expanded forms to verify accuracy of patient and health care facility records.
- Verified accuracy of transcribed material prior to finalization.

**2020-01 - 2021-07**

## **Legal Transcriptionist**

*LegalProofs, Ft. Lauderdale, Florida*

- Reviewed completed reports for proper formatting, grammar, and sentence structure.
- Used headsets and transcribing software to take dictation of medical documents.

- Reviewed and edited transcribed reports and corrected material for spelling, grammar, and clarity.
- Returned printed and electronic form dictated reports for physician's review, signature, and corrections.
- Stayed current with industry terminology to provide accurate transcription services.
- Strived to deliver transcribed documents to appropriate personnel on time to increase chances of future collaboration.
- Proofread and typed various legal documents for attorneys and law firms.

2020-03 - 2020-12

### **General Transcriptionist**

*Rev.com, Kearny San Francisco, CA*

- Proofreading transcripts to ensure accuracy in spelling, punctuation, grammar, formatting, etc.
- Typing and transcribing recorded interviews, meetings, lectures, or other events with specialized equipment such as digital recorder or transcription software
- Following specific formats for documents such as depositions, court transcripts, meeting minutes, or medical records
- Reviewing audio recordings to transcribe them accurately into text format
- Transcribing TV shows



## **Education**

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2016-01 - 2019-11

### **Bachelor of Arts: Communication Studies**

*University of Maryland Shady Grove Center - Rockville, MD 20850*