

HARON LEWIS OSINDE RESUME

NAME: Haron Lewis Osinde

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PROFILE

Friendly and engaging team player and a leader able to inspire staff to perform their best. Detail oriented and experienced transcriber, passionate about general, business, medical and legal files transcription. A multi-tasker who excels at staff training and recruiting with a track record of inspiring great customer service and customer satisfaction. Regularly exceed sales goals. A master in the art of proofreading.

TRANSCRIPTION EXPERIENCE:

TRANSCRIBER • CADENCE TRANSLATE • FEB 2022 – CURRENT

- Listened to legal and medical recordings and typed out verbatim information for official records.
- Resolved inconsistencies, discrepancies, and inaccuracies in business and medical files without altering the intended meaning of dictation.
- Proficiently transcribed medical research audio recordings, ensuring 99.9%+ accuracy

TRANSCRIBER • DIVA LLC • AUGUST 2020 – NOVEMBER 2021

- Used established templates to produce consistent results meeting company standards and needs.
- Created prompt, clear, and accurate transcriptions for business, general, medical, and legal office needs.

TRANSCRIBER | SPEECHPAD | SEPTEMBER 2018 – FEBRUARY 2020

- Listened to legal recordings and typed out verbatim information for official records.
- Transcribed a wide variety of business, medical and legal reports with a heavy emphasis on cardiology.
- Maintain 99% accuracy for all reports typed and provide reports within the TAT of 12 hours for most clients.

- Independently identified and resolved errors in information by researching the related terms.

SKILLS

- Legal and medical transcription
- 95 WPM typing speed
- Data entry
- Business transcription
- Problem analysis
- Accent's evaluation
- Express Scribe software
- Microsoft Office Tools

EDUCATION

BSc Agriculture and Human Ecology Extension, Egerton University, 2022