

# LEIGH ANN HOGLE

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## PROFESSIONAL SUMMARY

Legal and general transcriber with over three years of experience in transcribing hearings, depositions, focus groups, and interviews. Proficient in legal terminology and committed to delivering accurate transcripts while maintaining confidentiality. Skilled in FTR Player, Express Scribe, Microsoft Word, and WordPerfect. Able to manage multiple projects efficiently with a high degree of accuracy and attention to detail.

## SKILLS

- Skilled in using FTR, Express Scribe, and Liberty Player.
- Excellent at transcribing single-speaker and multi-speaker files.
- Excellent Microsoft Word and WordPerfect skills.
- Proofreading and Editing.
- Keen eye to details, grammar, and guidelines.
- Able to manage time effectively to meet posted deadlines.
- Familiar with Legal Terminology.
- Strong skills in accurate transcribing, editing, and reviewing.
- Highly organized with strong time management skills.
- Confidentiality and Privacy Awareness.

## WORK HISTORY

### **Independent Legal Contractor, 02/2023 - Current** **Ditto Transcripts, Denver – Remote**

- Transcribed family court proceedings, ensuring the accurate representation of testimonies and legal arguments.
- Transcribed a wide range of audio files, including court hearings, depositions, focus groups, police interviews, and earnings calls.
- Strictly followed company and client guidelines to ensure accurate final transcripts.
- Independently contracted, working through an online portal.
- Clean Read and Verbatim Transcription.
- Time stamping of files according to provided guideline.
- Transcribed sensitive documents with complete confidentiality.

## **Remote Financial Transcriber, 01/2023 - 03/2024**

### **Viavid Communications – Remote**

- Transcribed earnings calls and other company meetings.
- Researched company-specific information to ensure accurate use of terminologies while transcribing files.
- Strived to submit accurate final transcripts on time to ensure smooth operational flow.
- Reviews transcribed material to ensure accuracy in grammar, numbers, currencies, sentence structure, and clarity.
- Follow specific guidelines and formatting instructions to ensure uniformity and accuracy in final transcripts.

## **Freelance Transcriptionist, 02/2020 - 12/2022**

### **Kendall Creek Communications, Inc, Montana – Remote**

- Produced verbatim transcription of multi-speaker audio and video recordings including focus group, interrogations, witness statements, and phone conversations.
- Delivered high-quality transcriptions within tight deadlines, ensuring client satisfaction.
- Transcribed sensitive documents with complete confidentiality.
- Proofreading and editing.
- Reviewed and edited transcribed reports, correcting material for spelling, grammar, and clarity.
- Followed specific guidelines and style rules to meet clients' requirements and maintain consistency.

## **Transcription Hardware & Software**

- Wireless Noise Cancelling Headphones.
- Transcription foot pedal.
- High speed and stable Internet.
- MS Office Word Pro 2021 Edition.
- WordPerfect.
- FTR and Express Scribe applications.