



English Transcriber Resume

HILLARY KOECH

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Job Objective

Seeking an exciting and challenging position as a Transcriber, Caption Writer and an Editor.

Highlights of Qualifications:

1. Substantial experience of planning, composing, editing and proofreading captions and files.
2. In-depth knowledge of video transcription process and operation of transcription & captioning software- **Eclipse, AccuCap, Otter and Temi Softwares.**
3. Operational knowledge of using MS Office, Lotus Notes, Windows OS and Adobe Acrobat.
4. Familiarity with building and maintaining long term client relationships.
5. Ability to organize, handle, and complete all captioning tasks on time.

Professional Experience:



2016-2019



Home-based captioner/transcriber

Prepared and presented closed captions of audio/video content for clients.

Planned, placed, and synchronized all captions with dialogues, in an accurate manner.

Transcription areas:

- General
- Medical
- Legal files

2019-2021



Daily Transcription

Home based captioner/transcriber

Produced, proofread, and revised all captions and transcripts of assigned images, for sale.

Composed, reviewed, and edited for educational purposes.

2018-2022

Verbit.ai Transcription

Editor & Reviewer

Transcription of legal, depositions, medical records, business podcasts and general files

Key Skills



- ✓ Captioning.
- ✓ Proofreading.
- ✓ Editing.
- ✓ Typing skills of 55+ wpm.
- ✓ Research or writing experience.
- ✓ Knowledge of proper grammar and usage.
- ✓ General familiarity with MS Windows.
- ✓ Ability to master and utilize state-of-the-art closed captioning/subtitling software.
- ✓ Ability to complete projects under a strict deadline.



Education

2016-2019

MOI UNIVERSITY

Eldoret, Kenya.

BAS in Realtime Reporting

Courtroom/Freelance Court Reporting

Broadcast/Sports Captioning

Educational Captioning (CART)

Realtime Webcasting

Realtime Transcription



Hobbies and Interests

Reading

Writing

Transcribing & Captioning

Editing

Graphic Design

Swimming

Programming