

Timothy Mugendi

Runda Estate, Nairobi, Nairobi • +254742783023 • mugenditimothy92@gmail.com

Legal Transcriptionist | Video Captioner

I am an experienced and detail-oriented Transcription Specialist with over 4 years of success in legal, general, and medical transcription. I have worked at Vanan Translation Services and Scribie AI as a Legal Transcriptionist, where I produced accurate, high-quality transcripts including depositions, court hearings, public meetings, interrogations, and emergency calls.

In addition, I work as a Transcription Editor/Reviewer, where I edit and review drafts created by speech recognition software to produce final transcripts that conform to strict accuracy and quality standards.

WORK EXPERIENCE

Vanana Services • Remote • 11/2024 - Present

Vanana Services is a professional transcription and translation company offering a wide range of language solutions for legal, business, academic, and media clients.

Legal Transcriptionist • Contractor

Worked as a Legal Transcriptionist handling different types of audio and video files, including court hearings, depositions, emergency calls, and interrogations. I listened carefully to recordings and typed out accurate transcripts with correct grammar and spelling. Edited and formatted the documents to make sure they were clear and as per the legal templates provided. I also met tight deadlines while also working on rush jobs. I also communicated with the support team when needed to clarify difficult parts of the audio or special instructions.

Scribie AI • Remote • 09/2020 - 11/2024

Scribie AI is an online platform that offers transcription services by combining AI-generated drafts with human review to produce accurate transcripts for clients worldwide.

Legal Transcriptionist/Captioner/Reviewer • Freelancer

I transcribed legal audio recordings, including court hearings and depositions, into written documents, carefully listening to spoken content and typing it out word-for-word, making sure the transcript was complete, accurate, and followed proper legal formatting.

As a captioner, I added subtitles to video files, matching the words with the speakers' timing and tone, ensuring readability and clear punctuation.

I also worked as a reviewer, checking and correcting transcripts created by AI software. This included fixing grammar, spelling, word mishears, and sentence structure, as well as making sure that legal terms were used correctly.

I made sure to follow the strict confidentiality rules and Scribie's legal transcription guidelines at all times.

EDUCATION

Bachelor's in Information Technology

Mount Kenya University • Nairobi • 09/2016 - 12/2019

SKILLS

Audio Editing, Audio Transcription, Captioning & Subtitling, Legal Transcription, Proofreading and Quality control, Time Management