

# berryl charlotte

## Legal Transcriptionist

📍 New York, New York, United States

📞 +17658585421

✉ berrylamos@gmail.com

🌐 www.berrylamos.com

🌐 bold.pro/my/edgar-ocharo

## WORK EXPERIENCE

April 2021-Current

### Legal Transcriptionist

🏢 Verbit.ai

📍 New York, New York, United States

New York

Increased overall transcript accuracy with thorough research on relevant legal terminology and case-specific details.

Managed sensitive audio recordings securely throughout transcription process, safeguarding clients' data privacy.

Assisted colleagues with heavy workloads as needed, fostering supportive team environment and ensuring timely completion of all projects.

Improved transcript quality by proofreading and editing documents for grammar, punctuation, and formatting consistency.

Checked completed work for proper spelling, grammar, punctuation, and format.

Developed and implemented strategies to improve transcription efficiency.

Verified accuracy of transcribed material prior to finalization.

Followed specific guidelines and style rules to meet clients' requirements and maintain consistency.

Applied audio quality control techniques to provide accurate transcripts from low quality audio.

Reviewed and edited transcribed reports and corrected material for spelling, grammar, and clarity.

Used headsets and transcribing software to take dictation of medical documents.

March 2015-December 2023

### Medical Transcriber

🏢 Go Transcript

📍 New York, New York, United States

Receives prerecorded audio notes from physician procedures.

Reviews audio recordings for content.

Transcribes recordings to type-written format using keyboard, computer, and audio control equipment.

Decides which information should be included or excluded in reports.

Distinguished between homonyms, and recognize inconsistencies and

mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.

Identified mistakes in reports, and check with doctors to obtain correct information.

Performed data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.

Reviewed transcription for accuracy. Produces medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material.

Returned dictated reports in printed or electronic form for physicians' review, signature, and corrections, and for inclusion in patients' medical records.

Achieved strong track record of error-free transcriptions through meticulous attention to detail during editing process.

Reviewed and edited transcripts to verify and provide accurate and complete information.

March 2019-August 2021

### **General Transcriptionist**

 Go Transcript

 Queens, New York, United States

Improved overall productivity by continuously refining personal transcription techniques and staying up-to-date on industry trends.

Conducted regular self-assessments to identify areas requiring improvement or additional training, resulting in ongoing personal development and growth.

Upheld highest standards of work ethic, reliability, and integrity while completing all assigned tasks efficiently.

Performed thorough research on industry-specific terminology as needed, ensuring highest level of comprehension for each transcription assignment undertaken.

Maintained high levels of customer satisfaction by consistently delivering accurate, timely, and error-free transcriptions.

Transcribed dictated files and video recordings.

Reviewed and edited transcribed reports and corrected material for spelling, grammar, and clarity.

Followed specific guidelines and style rules to meet clients' requirements and maintain consistency.

Developed and implemented strategies to improve transcription efficiency.

## EDUCATION

2024-Current

### Associate of Applied Science

🏠 Florida State University

📍 United States

2024-02 - Current Associate of Applied Science: Law Enforcement Investigation  
And Interviewing

Florida State University - Florida

3.7-3.8 GPA

- Law Enforcement Investigation

2014-2024

### Bachelor of Science

🏠 Yale School of Medicine

📍 United States

2014-03 - 2024-08 Bachelor of Science: Epidemiology And Public Health

Yale School of Medicine - New Haven

- Epidemiology And Public Health

## SKILLS

Data Entry Proofreading Typing Medical Records Data Recovery Statistics

Quality Control Methodology Public Health Legal Editing Reporting Skills Quality Management

Strategic Planning Style Guide Legal Research Time Management Research Administration

Medical Terminology Medical Research Computer Music and Audio Patient Care Medical Treatment

Keyboards Physiology Anatomy Medicine Detail Oriented Industry/Trade Analysis

Customer Satisfaction Productivity Management Establish Priorities

## CERTIFICATIONS

CLT - Certified Legal Transcriptionist

Certified Legal Transcriptionist

## LANGUAGES

English - Fluent

French - Fluent

Spanish - Fluent

## **WORK AUTHORIZATION**

I am authorized to work in the following countries:

- United States