

Jane Do

34 Highway Lane
Rochester, NY 14454
585-222-2222
Janedo1440@student.monroecc.edu

Objective: To obtain a position as a Court Reporter

Skills:

- Excellent verbal and written communication skills, organizational skills
- 225-245 words per minute
- Proficient in: Microsoft Office, CAT
- Intermediate knowledge of Spanish

Education:

Certificate, Court Reporting, May 2006
Monroe Community College, Rochester, NY
GPA: 3.8, Dean's List, Fall 2004-Spring 2006

Associate in Arts-Humanities & Social Science, May 2004
Monroe Community College, Rochester, NY
GPA: 3.6, Dean's List, Fall 2002-Spring 2004

Relevant Coursework:

Court Reporting I-V, Medical Terminology, Computer Aided Transcription, Grammar of the Office Professional, College Composition, Advanced Composition, Fundamentals of Law , Spanish I, Intermediate Spanish, Intermediate Spanish Conversation, Spanish for Careers

Related Experience:

Free Lance Court Reporter, Jack W. Hunt & Associates Inc., Rochester, NY
May 2005-present

- Took verbatim reports of speeches, conversations, legal proceedings, and meetings
- Was responsible for ensuring a complete, accurate, and secure legal record
- Assisted Judges and Attorneys with organizing and searching for information in the official record
- Assisted with closed-captioning and real-time translating services to the deaf and hard-of-hearing community

Organizations:

- NCRA (National Court Reporters Association), member 2002-present