



Yuki Irene

COURT REPORTER

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PROFILE

To obtain a Court Reporter position where I can utilize my exceptional typing and transcription skills, as well as my attention to detail, to ensure accurate and timely transcripts.

SKILLS

Typing skills



Stenography machines



Legal terminology



Attention to detail



WORK EXPERIENCE

COURT REPORTER

Anytown District Court, Anytown, USA June 2020 - Present

- Attend court hearings, trials, and other legal proceedings to create verbatim transcripts
- Operate stenography machine to record proceedings and transcribe testimony, rulings, and objections in real-time
- Edit and proofread transcripts for accuracy and completeness
- Provide copies of transcripts to parties involved in the case upon request
- Manage and maintain electronic and physical records of transcripts

FREELANCE COURT REPORTER

Anytown, USA May 2019 - June 2020

- Provided freelance court reporting services for a variety of clients, including law firms, government agencies, and private individuals
- Recorded and transcribed depositions, arbitrations, and other legal proceedings
- Edited and proofread transcripts for accuracy and completeness
- Provided copies of transcripts to clients in a timely manner

EDUCATION HISTORY

Associate Degree in Court Reporting

Anytown College

Anytown, USA, May 2020

Certified Shorthand Reporter (CSR)

Anytown, USA, June 2020