|  |
| --- |
| Jane Doe |
| SummaryDetail-oriented and motivated recent graduate with a passion for transcription and strong listening skills. Eager to leverage typing speed and accuracy to support efficient documentation in a professional environment.Work Experience**Transcription Intern Jun 2022 – Aug 2022**ABC Transcription Services Anytown, CA* Transcribed 100+ hours of audio recordings accurately.
* Collaborated with senior transcriptionists to ensure quality and consistency.

**Data Entry Clerk Jan 2021 – May 2022**XYZ Corp Anytown, CA* Inputted and organized data for 500+ client records with 99% accuracy.
* Assisted in training new staff on data entry procedures.

EducationBachelor of Arts: English Jan 2022*University of Anytown**Anytown, CA* | Contact(123) 456-7890jane.doe@example.comAnytown, CA 12345SkillsFast typing (70 WPM)Excellent listening skillsAttention to detailBasic understanding of medical terminologyProficient in Microsoft WordTime managementAbility to work independentlyStrong grammar and punctuation knowledgeFamiliarity with transcription softwareAdaptability |