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| John Smith | | |
| Summary  Dedicated transcriptionist with over 5 years of experience in producing high-quality transcriptions in various fields. Proven ability to manage multiple projects while maintaining deadlines and ensuring accuracy.  Work Experience  **Transcriptionist Mar 2018 – Present**  DEF Legal Services Othertown, NY   * Produced transcriptions for over 300 legal cases, achieving a 98% accuracy rate. * Developed a standardized format for legal documents that improved efficiency by 20%.   **Medical Transcriptionist Jan 2016 – Feb 2018**  GHI Healthcare Othertown, NY   * Transcribed and edited medical reports for over 400 patients, ensuring compliance with HIPAA regulations. * Collaborated with physicians to clarify and verify unclear audio recordings.   Education Associate Degree: Medical Transcription Jan 2015 *Community College of Othertown**Othertown, NY*  certifications   * Certified Medical Transcriptionist (CMT) – AHDI – 2016 | Contact  (987) 654-3210  john.smith@example.com  Othertown, NY 54321  Skills  Advanced transcription skills  Typing speed of 85 WPM  Familiar with legal and medical transcription  Proficient in various transcription software  Strong research skills  Excellent time management  Attention to detail  Effective communication skills  Ability to work under pressure  Knowledge of confidentiality practices |