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| John Smith |
| SummaryDedicated 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.

EducationAssociate Degree: Medical Transcription Jan 2015*Community College of Othertown**Othertown, NY*certifications* Certified Medical Transcriptionist (CMT) – AHDI – 2016
 | Contact(987) 654-3210john.smith@example.comOthertown, NY 54321SkillsAdvanced transcription skillsTyping speed of 85 WPMFamiliar with legal and medical transcriptionProficient in various transcription softwareStrong research skillsExcellent time managementAttention to detailEffective communication skillsAbility to work under pressureKnowledge of confidentiality practices |