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| Emily Johnson | | |
| Summary  Highly experienced transcriptionist with over 10 years in the field, specializing in legal and medical transcription. Recognized for exceptional accuracy and attention to detail, with a proven track record of improving workflow efficiency.  Work Experience  **Senior Transcription Manager Jan 2015 – Present**  JKL Transcription Services Big City, TX   * Managed a team of 10 transcriptionists, improving team productivity by 30%. * Implemented new quality control measures that decreased error rates by 15%.   **Lead Medical Transcriptionist Mar 2011 – Dec 2014**  MNO Healthcare Solutions Big City, TX   * Oversaw the transcription of clinical documents for over 1,000 patients, maintaining a 99% accuracy rate. * Developed training materials for onboarding new transcriptionists.   **Transcriptionist Jan 2010 – Feb 2011**  PQR Law Firm Big City, TX   * Produced high-quality transcriptions for court hearings and depositions. * Worked closely with attorneys to ensure legal documents met compliance standards.   Education Bachelor of Science: Health Information Management Jan 2009 *University of Big City**Big City, TX*  certifications   * Registered Health Information Technician (RHIT) – AHIMA – 2010 | Contact  (555) 123-4567  emily.johnson@example.com  Big City, TX 67890  Skills  Expert-level transcription skills  Typing speed of 90 WPM  Proficient in multiple transcription platforms  Strong leadership and mentorship abilities  In-depth knowledge of HIPAA and confidentiality standards  Excellent research and analytical skills  Ability to train and develop junior staff  Project management  Exceptional organizational skills  Adaptability to changing technologies |