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| Emily Johnson |
| SummaryHighly 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.

EducationBachelor of Science: Health Information Management Jan 2009*University of Big City**Big City, TX*certifications* Registered Health Information Technician (RHIT) – AHIMA – 2010
 | Contact(555) 123-4567emily.johnson@example.comBig City, TX 67890SkillsExpert-level transcription skillsTyping speed of 90 WPMProficient in multiple transcription platformsStrong leadership and mentorship abilitiesIn-depth knowledge of HIPAA and confidentiality standardsExcellent research and analytical skillsAbility to train and develop junior staffProject managementExceptional organizational skillsAdaptability to changing technologies |