

Jasmine Patel

jasmine.patel.courtreporter@example.com • (555) 987-6543 • Los Angeles, CA • linkedin.com/in/jasmin Patel

SUMMARY

Detail-oriented Court Reporter with over 5 years of experience in producing accurate transcripts in high-pressure legal environments. Proficient in using advanced shorthand techniques and digital recording equipment to ensure flawless documentation.

EXPERIENCE

Court Reporter

Mar 2020 - Present

Los Angeles Superior Court, Los Angeles, CA

- Produced transcripts for over 150 cases annually with 98% accuracy, improving turnaround time by 30%.
- Utilized CaseGuard software to create searchable and shareable transcripts, enhancing accessibility for legal teams.
- Implemented a new digital recording system that reduced transcription time by 25%, saving the court over \$10,000 annually.

Freelance Court Reporter

Jun 2018 - Feb 2020

Self-Employed, Los Angeles, CA

- Completed over 100 depositions and hearings with a 99% satisfaction rate from clients.
- Developed efficient note-taking methods that decreased error rates by 20% during live proceedings.
- Maintained a consistent backlog of clients, generating an average revenue of \$5,000 per month.

Court Reporting Intern

Jan 2017 - May 2018

San Diego County Superior Court, San Diego, CA

- Assisted lead reporters in transcribing courtroom proceedings, gaining hands-on experience in legal documentation.
- Learned to operate various stenographic equipment, enhancing technical skills for future roles.
- Recognized for accuracy in transcriptions and attention to detail during high-stakes cases.

EDUCATION

Bachelor of Science in Court Reporting

May 2018

California State University, Northridge, Northridge, CA • GPA: 3.8

SKILLS

Technical Skills: Stenography, Transcription Software, Digital Recording, Legal Terminology

Tools & Frameworks: CaseGuard, StenoCAT, Eclipse