

Aisha Patel

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SUMMARY

Detail-oriented Mid Level Court Reporter with over 5 years of experience in legal transcription and stenographic services. Proven ability to produce accurate, verbatim records in high-pressure environments, contributing to improved case management and client satisfaction.

EXPERIENCE

Court Reporter

Jan 2022 - Present

Los Angeles Superior Court, Los Angeles, CA

- Achieved a 98% accuracy rate in transcribing court proceedings, enhancing case documentation fidelity.
- Reduced turnaround time for official transcripts by 30%, increasing efficiency and client satisfaction.
- Utilized CaseCAT and Eclipse software for real-time transcription and document management.

Freelance Court Reporter

Jun 2018 - Dec 2021

Self-Employed, Los Angeles, CA

- Successfully managed and completed over 200 depositions and court hearings with a 95% client retention rate.
- Implemented a digital filing system that saved an average of 10 hours per month in administrative tasks.
- Conducted real-time reporting in high-stakes litigation, ensuring immediate access to transcripts for legal teams.

Junior Court Reporter

May 2016 - May 2018

San Diego District Court, San Diego, CA

- Assisted in the transcription of over 100 civil and criminal cases, maintaining high standards of accuracy.
- Collaborated with legal professionals to streamline the transcript review process, reducing revisions by 15%.
- Received commendation for exceptional performance and commitment to deadlines.

EDUCATION

Bachelor of Science in Court Reporting

May 2018

California State University, Los Angeles, Los Angeles, CA • GPA: 3.7

SKILLS

Technical Skills: Stenography, Real-Time Reporting, Transcription Accuracy, Legal Terminology

Tools & Frameworks: CaseCAT, Eclipse, Digital Recording Devices