

Aisha Patel

aisha.patel@example.com • (555) 123-4567 • Los Angeles, CA • linkedin.com/in/aishapatel

SUMMARY

Detail-oriented and highly skilled Senior Court Reporter with over 8 years of experience in providing accurate transcriptions and supporting legal procedures. Proven track record of improving transcription efficiency by 30% while maintaining a high level of accuracy.

EXPERIENCE

Senior Court Reporter

Jan 2022 - Present

Los Angeles Superior Court, Los Angeles, CA

- Achieved a 95% accuracy rate in real-time transcription during court proceedings, reducing the need for post-trial revisions by 40%.
- Implemented new digital reporting technology, resulting in a 25% increase in productivity and a \$15,000 annual savings in staffing costs.
- Trained and mentored junior reporters, improving their transcription skills and reducing onboarding time by 20%.

Official Court Reporter

Jun 2018 - Dec 2021

San Francisco Municipal Court, San Francisco, CA

- Provided verbatim transcripts for over 300 hearings annually with an average turnaround time of 48 hours.
- Utilized CaseCATalyst software to enhance efficiency, leading to a 15% reduction in transcription time.
- Collaborated with judges and attorneys to ensure accurate documentation of proceedings, contributing to a 10% increase in case resolution speed.

Freelance Court Reporter

Jan 2016 - May 2018

Self-Employed, Remote

- Completed over 200 depositions and court hearings with a client satisfaction rating of 98%.
- Developed a streamlined process for managing multiple clients that reduced scheduling conflicts by 30%.
- Employed remote reporting technology, which allowed for a 50% increase in client base across different jurisdictions.

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: CaseCATalyst, Digital Audio Recording, PDF Management Software