Rosalind Thackeray-Abara

Transcriptionist, Legal and Research Audio

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CERTIFICATIONS

Certified Electronic Transcriber (CET), 2021

Typing test: 92 WPM at 98% accuracy, 2025

SUMMARY

Transcriptionist with 7 years of experience turning depositions, research interviews and focus groups into clean, accurate transcripts. Typing speed of 92 words per minute and a 99.4% average quality audit score across about 1,800 audio hours. Comfortable with verbatim and clean verbatim styles, heavy accents, crosstalk and strict confidentiality rules.

EXPERIENCE

Senior Transcriptionist — Lantern Hill Transcription Services

Columbus, OH (remote) · Mar 2021 – Present

- Transcribe about 22 audio hours a month of depositions, hearings and arbitration recordings for 14 law firm clients.
- Hold a 99.4% average score on monthly quality audits across about 1,300 audio hours.
- Meet 48-hour rush deadlines on about 30 files a quarter, with no missed deadlines in 4 years.
- Wrote a 12-page style sheet for speaker labels, timestamps and inaudible tags, used by a team of 9 typists.
- Review about 40 files a month from 3 newer transcriptionists, cutting their client correction requests by about half.

Transcriptionist — Brightwater Research Partners

Columbus, OH · Jun 2018 – Feb 2021

- Transcribed about 500 audio hours of qualitative interviews and focus groups with up to 10 speakers.
- Cut average turnaround from 5 business days to 3 by batching files and using text expander shortcuts.
- Handled interviews in 2 regional accents and English with heavy Spanish code-switching, flagging about 2% of words for review.

SKILLS

Transcription: Verbatim, clean verbatim, speaker identification, timestamps, multi-speaker audio

Quality: Style guides, proofreading, research of names and terms, quality audits

Legal: Deposition formats, hearing transcripts, exhibit references, confidentiality

Tools: Express Scribe, foot pedal, oTranscribe, Microsoft Word, text expanders, Audacity

EDUCATION

Certificate in Legal Transcription, Scioto Valley Community College, 2018

Associate of Arts in English, Scioto Valley Community College, 2017

Fictional example by FindAJobAI: the person, employers and numbers are invented.