



# Mary Lavelle

Transcription Data Entry Clerk

## CONTACT

(555) 123-4567

marylavelle@email.com

Chicago, IL

## EDUCATION

**Certified Transcriptionist, National Association of Transcriptionists (NAT)**

2022

**Advanced Microsoft Office Specialist**

2021

## PROFESSIONAL SUMMARY

Detail-oriented transcription data entry clerk with 5 years of experience in converting audio recordings into accurate text documents. Currently leveraging typing skills and attention to detail at Lexicon Transcriptions Inc.

## EXPERIENCE

**Transcriptionist** 2021 - Now  
Verbatim Services, Chicago, IL

- Transcribe legal and medical audio recordings with 99% accuracy.
- Manage an average of 200 minutes of audio per day, ensuring timely delivery.
- Utilize transcription software such as Express Scribe and Dragon NaturallySpeaking.
- Conduct quality checks to ensure the precision and completeness of transcriptions.

**Data Entry Clerk** 2019 - 2021  
QuickData Solutions, Chicago, IL

- Entered and verified data from various sources into the company's database.
- Assisted with data cleaning and organization, improving data retrieval efficiency by 20%.
- Generated regular reports for senior management.
- Resolved data discrepancies and provide recommendations for improvements.

## SKILLS

Fast and accurate typing (80 WPM) ★★★★★

Proficient in transcription software ★★★★★

Excellent listening skills ★★★★★

## PROFESSIONAL DEVELOPMENT

**Completed workshop on Advanced Transcription Techniques**

2023

**Attended seminar on Legal Transcription Best Practices**

2022