**Dennis J. Reyes**

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**Career Summary:**

Detail-oriented, organized and certified Stenographer with over 5+ years of experience in preparing transcript documents, recording testimonials using appropriate equipment and attending court proceedings. Adept in editing and proofreading transcribed documents to ensure presenting of accurate information.

**Summary of Skills:**

* Extensive experience in preparing transcript documents and attending court room proceedings for various types of cases
* Adept at using steno machines during the court proceedings as well as other equipment like audio/video recorder or microphones
* Capable of listening trial testimonial statements, interpreting them, and extracting relevant information to prepare accurate summaries of the case
* Ability to take proper notes and ask for clarification on points that seemed unclear during the session
* Fast and accurate typing skills with exceptional editing/proofreading of the prepared documents along with maintaining confidentiality of the case
* Expertise in creating real-time transcripts of the meetings or court trials using exceptional typing skills
* Excellent organizational and interpersonal skills

**Work Experience:**

Registered Stenographer

Ohio State Judiciary, Cincinnati, OH

August 2016 – Present

* Transcribing exact proceedings of each meeting and proofreading them for creating final document for commission records
* Maintaining an updating stenotype machine's internal computer dictionary to convert the keystrokes into meaningful words on the transcript paper
* Attending meetings and calls with concerned parties to quickly document the real-time notes of the conversations, and presenting evidence in the court as required
* Responsible for taking shorthand notes verbatim either manually or using machine of the proceedings for transcribing confidential testimony statements from defendants
* Attending various court cases concerning different types including criminal, family matters, and corporate proceedings
* Effectively filing electronic/paper copies of transcript for providing it to the concerned parties, and assisting with the related queries
* Efficiently operating stenography machine during the court room sessions to record information correctly

Stenographer

CWU Incorporation, Cincinnati, OH

March 2014 – July 2016

* Attended depositions, live court room hearings/proceedings, and other legal events that required written transcripts
* Recorded the proceedings using steno machine and provided notes within 3 hours in the agreed format
* Took responsibility to proofread the prepared notes to ensure they are clear and comprehensive, and are useful in providing case relevant information to judges
* Efficiently coded the court room proceedings using shorthand machines to keep client's sensitive information safe
* Asked the speakers from both the parties to clarify inaudible or unclear statements for accurate recordings on the steno machine
* Reviewed, proofread, and edited transcripts for typographical errors to present accurate, and correct information in the court

Associate Stenographer

CWU Incorporation, Cincinnati, OH

August 2012 – March 2014

* Attended trial room proceedings and helped in processing of sessions by accurately capturing all spoken words, gestures, and audible sound verbatim
* Read or played back the entire or portion of the proceedings on special request from the judge for detailed understanding of the collected evidences when required
* Provided transcripts and recordings from previous court room sessions to the involved parties as requested
* Reviewed computer-generated transcripts for identifying errors, including spelling mistakes or incorrect terminologies
* Participated in more than 4 proceedings daily to take notes during the hearings for recording significant events
* Assisted in capturing dialogues of both the parties with the help of specialized equipment, including stenography machines, audio and video recording devices, or covered microphones
* Organized, prepared, and produced transcripts for official record as per the standardized format

**Education:**

* Associate's Degree in Court Reporting
St. Joseph College, Cincinnati, OH
2012

**Certifications:**

* Registered Professional Reporter, 2016
Certified Court Reporter License, 2014

**Reference:**

On request.