**Luiz G. Simões**

Objective:

To gain a freelance transcriptionist position that allows for personal and professional growth.

Transcription Profile:

Ability to use existing skills to accurately transcribe both audio and video files while following client guidelines.

Transcription Types:

• Interviews
• Demonstrations
• Voice mail messages
• Focus groups
• Memorandums
• Meetings

Personal Achievements:

1. Appen Butler Hill, Transcriptionist– June 2010 – Present

• Transcribe memos in a timely manner.
• Typing speed of 80 wpm.
• listening to audio recordings of portuguese speech and type in portuguese what is said

2. Demand Media( e how) – March 2007 – June 2010

• Translating random how to do papers from spanish to portuguese
• Create training documents.
• Editor of department newsletter.

Education:

Graphic designer Universidad federal de Buenos Aires

Skills:

Express Scribe, InqScribe, Microsoft Windows Vista, Microsoft Office Suite (advanced Excel, Word, PowerPoint, Outlook skills), MS Project, MS Access, USB foot pedal.

References:

Upon Request

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