
MONA LAVENTURE

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TRANSCRIPTION TYPES

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| Interviews | Focus Groups |
| Board Meetings | Hearings |
| Trials | Depositions |
| Creole to English Translation/Transcription | |

TRANSCRIPTION PROFILE

Ability to use existing skills to accurately transcribe both audio and video files while following client guidelines and expectations. Typing speed 80wp

EXPERIENCE

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| CYBERTARY | 10/2015 - Present |
| <ul style="list-style-type: none">• Transcribe audio files consisting of various Board Member meetings• Verified transcribed material for accuracy | |
| VETERANS REPORTERS - COURT REPORTERS | 08/2015 - Present |
| <ul style="list-style-type: none">• Transcribe depositions, trials and hearings• Verified transcribed material for accuracy | |
| TIFFANY JONES - COURT REPORTER | 06/2015 - Present |
| <ul style="list-style-type: none">• Transcribe depositions, trials and hearings• Verified transcribed material for accuracy | |
| NU IMAGE PRODUCTION - COURT REPORTER | 03/2015 - Present |
| <ul style="list-style-type: none">• Transcribe depositions, trials and hearings• Verified transcribed material for accuracy | |
| JUST IN TIME TYPING SERVICES | 06/2013 - Present |
| <ul style="list-style-type: none">• Transcribe audio files consisting of medical related interviews• Transcribe verbatim, unless otherwise instructed. | |
| PROTRANSCRIPT | 02/2011 - Present |
| <ul style="list-style-type: none">• Transcribe audio files consisting of interviews and forums.• Transcribe verbatim, unless otherwise instructed. | |
| PROTOTYPE INC. | 01/2007 - Present |
| <ul style="list-style-type: none">♦ Attend and transcribed various board meetings♦ Translate /Transcribe Creole to English law enforcement interviews | |
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EDUCATION

Phoenix University-Degree
Bachelor of Science in Management
Associates of Arts-Information Technology

References available upon request
