

[Full Name]

[City, State] | [email@example.com] | [(555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **[Court Reporter]** with [X] years of experience capturing, transcribing, and safeguarding the record for complex legal proceedings in [state/federal] courts and depositions. Proficient in **[realtime stenographic reporting]**, transcript production, and managing exhibits under strict deadlines and confidentiality requirements. Recognized for **accuracy above 98%**, strong courtroom etiquette, and collaborative communication with judges, attorneys, and litigants. Committed to maintaining current knowledge of **court rules, technology, and ethical standards** to ensure a reliable and impartial record.

PROFESSIONAL EXPERIENCE

[Official Court Reporter] | [County Superior Court]

[Month Year] – Present | [City, State]

- Capture verbatim records of [civil, criminal, and family law] proceedings using **[stenotype machine]** and **[CAT software name]**, consistently maintaining an accuracy rate of [98–99%] across an average of [X] proceedings per week.
- Provide **realtime translation** to judges and counsel in high-stakes trials, enabling on-the-spot review of testimony and objections and reducing clarification interruptions by [X%] per session.
- Produce certified transcripts within court-mandated deadlines using **[audio-sync tools]** and rigorous proofreading workflows, delivering an average of [X] pages per day while adhering to [state] formatting and citation standards.

[Freelance Court Reporter] | [Independent Contractor / Reporting Agency Name]

[Month Year] – [Month Year] | [City, State]

- Reported [depositions, EUOs, arbitrations, and administrative hearings] for multiple law firms and agencies, managing a diverse caseload of [X–Y] assignments per month while maintaining strict **confidentiality** and impartiality.
- Coordinated transcript production lifecycle—from **rough draft** delivery to final certified transcripts—using **[CAT software]**, custom dictionaries, and secure digital file management to reduce revision cycles by [X%].
- Collaborated with videographers, interpreters, and remote participants via **[Zoom / Webex / remote deposition platforms]**, ensuring clear audio capture, exhibit handling, and compliance with agency and jurisdictional protocols.

EDUCATION

[Associate of Applied Science in Court Reporting] | [Community College Name]

[Month Year] – [Month Year] | [City, State]

- Completed intensive training in **stenographic theory, realtime writing, legal terminology, and transcript production**.
- Achieved [X] words per minute with [95–98%] accuracy in [jury charge, literary, and Q&A] speed tests in accordance with [NCRA/state] standards.

[Certification / License] | [State / Credentialing Body]

[Month Year] – Present

- [Registered Professional Reporter (RPR)] / [Certified Shorthand Reporter (CSR)] / [State Court Reporting License] – in good standing.
- Ongoing continuing education in **ethics, emerging court reporting technology, and realtime proficiency**.

SKILLS

Technical

- [Stenotype machine operation]
- [CAT software: Case CATalyst / Eclipse / ProCAT]
- [Realtime reporting & display]
- [Audio-sync and digital recording tools]
- [Transcript formatting & production]

Legal & Procedural

- [Courtroom procedures & decorum]
- [Legal, medical, and technical terminology]
- [Exhibit management & marking]
- [Confidentiality & ethical standards]
- [State & federal transcript rules]

Professional

- [Attention to detail & accuracy]
- [Time management & deadline adherence]
- [Clear communication with judges and counsel]
- [Composure in high-pressure settings]
- [Independent & remote work capability]

SELECTED PROJECTS & HIGHLIGHTS

[Realtime Implementation Initiative] | [County Superior Court]

[Month Year] – [Month Year]

- Partnered with court administration and IT to pilot **realtime transcript feeds** for judges in [high-volume] courtrooms, configuring **[CAT software output]** and display settings to improve judicial access to testimony.
- Developed custom dictionaries and briefs for commonly used legal phrases and local terminology, reducing untranslates and improving realtime readability by [X%].

[Remote Deposition Workflow Optimization] | [Reporting Agency Name]

[Month Year] – [Month Year]

- Standardized procedures for **remote depositions**, including audio checks, participant instructions, and digital exhibit handling, which decreased technical delays and post-proceeding clarifications by [X%].
- Created step-by-step guides for attorneys and witnesses on best practices for remote testimony, enhancing audio quality and clarity of the record across [X+] sessions.