

Ivett Dudkiewicz

Transcriber

Profile

Detail-oriented Transcriber with 1 year of experience in delivering accurate and timely transcriptions across various industries. Proficient in audio and video transcription, with strong listening and typing skills. Demonstrated ability to manage multiple projects simultaneously, ensuring timely completion while maintaining high-quality standards. Skilled in adapting to different transcription styles and formats, and committed to providing exceptional service to clients.

Employment History

Transcriptionist at Transcription Hub, TN

Mar 2023 - Present

- Transcribed over 1,000 hours of audio and video content within a year, maintaining a 99% accuracy rate and consistently meeting deadlines at Transcription Hub, TN.
- Successfully completed a high-priority project involving the transcription of 500+ hours of legal proceedings within three months, contributing to the company's increased revenue by 20%.
- Trained and mentored 10 new transcriptionists, resulting in a 100% retention rate and a 15% overall increase in team productivity at Transcription Hub, TN.
- Implemented an efficient quality control process that reduced transcription errors by 40% and increased client satisfaction by 25%.

Junior Transcriptionist at SpeakWrite, TN

Aug 2022 - Jan 2023

- Transcribed over 5,000 audio files with a 98% accuracy rate within the first year, contributing significantly to the company's overall productivity and client satisfaction.
- Managed and completed a high-priority project involving 100 hours of audio transcription within a tight deadline of two weeks, resulting in positive feedback from both the client and management.
- Implemented a new quality control process that improved overall transcription accuracy by 5% across the team, leading to increased efficiency and reduced time spent on revisions.

Certificates

Certified Transcriptionist (CT)

Apr 2022

American Association of Electronic Reporters and Transcribers (AAERT) Certified Electronic Transcriber (CET)

Aug 2020

✉ ivett.dudkiewicz@gmail.com

☎ (188) 468-4702

📍 123 Maple Street, Nashville, TN 37210

Education

Associate of Applied Science in Transcription at Chattanooga State Community College, Chattanooga, TN

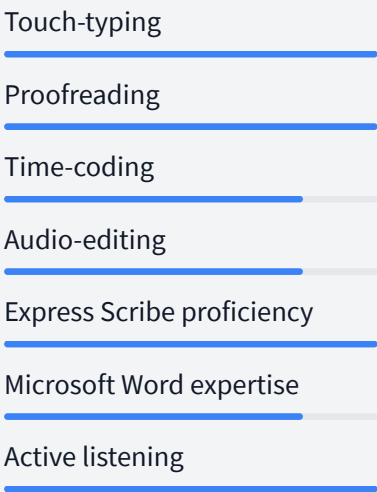
Aug 2017 - May 2022

Relevant Coursework: Medical Terminology, Anatomy and Physiology, Pharmacology, Legal and Ethical Issues in Transcription, Document Formatting, Proofreading, and Editing, Voice Recognition Software, and Keyboarding.

Links

[linkedin.com/in/ivettdudkiewicz](https://www.linkedin.com/in/ivettdudkiewicz)

Skills



Languages

