

Frenchie Aalto

Typist

Profile

Employment History

Education

Details

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(851) 635-6212

123 Maple Street, Buffalo, NY 14221

Diligent Typist with 1 year of experience in providing high-quality administrative support in fast-paced environments. Proficient in data entry and transcription, with exceptional typing speed and accuracy. Demonstrates strong attention to detail and excellent communication skills, contributing to streamlined and efficient work processes. Committed to maintaining confidentiality and delivering timely results.

Typist at Transcription Outsourcing LLC, NY

Apr 2023 - Present

- Transcribed over 1,500 hours of audio and video content with a 99% accuracy rate within one year, contributing significantly to the company's client satisfaction and retention.
- Completed a high-priority project consisting of 200 hours of legal depositions within a tight deadline of two weeks, ensuring timely delivery to the client and boosting the company's reputation for efficiency.
- Consistently maintained a typing speed of 90 words per minute, surpassing the company's average speed by 20%, enabling the completion of projects ahead of schedule and increasing overall productivity.
- Implemented a new proofreading and quality control system that reduced errors by 30%, leading to increased client satisfaction and positive feedback for Transcription Outsourcing LLC.

Junior Typist at Typists Unlimited, NY

Aug 2022 - Feb 2023

- Successfully completed a high-volume project typing over 10,000 pages of legal documents within a strict three-month deadline, ensuring accuracy and maintaining a speed of 80 words per minute.
 - Streamlined the company's document filing system by creating an organized digital database, reducing document retrieval time by 50% and improving overall efficiency.
 - Trained and mentored three new junior typists, helping them to improve their typing speed by an average of 25% and enhance their accuracy within their first six months.
 - Consistently maintained a 99% accuracy rate on all projects, earning recognition as the "Most Accurate Typist" for two consecutive years at Typists Unlimited, NY.
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Diploma in Typing and Data Entry at New York Institute of Technology, NY

Sep 2018 - May 2022