

ELAINE WARFIELD

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SUMMARY OF QUALIFICATIONS

Reliable and detail-oriented independent contractor with versatile administrative expertise. Recognized for adherence to strict guidelines and requirements. Based on my overall experience in transcription and the legal arena, I seek ongoing work as an *independent* contractor/typist/transcriptionist. *State of New York Unified Court System Certified.*

WORK EXPERIENCE

Transcriptionist / Administrative Professional / Legal Secretary, 1983–Present

AN EXCEPTIONAL TRANSCRIPTION SERVICE ~ East Jewett, NY Present
TERRI RAPPOLD, COURT REPORTER ~ East Greenbush, NY 1992-1998
JOSEPH A. ADAMKIEWICZ, COURT REPORTER ~ Ghent, NY 1993-1996
TERESA VINING, COURT REPORT ~ Maplecrest, NY 1993-1998
ANTHONY BUCCA, ATTORNEY ~ Tannersville, NY 1983-1995

SUPREME, FAMILY, TOWN, VILLAGE & COUNTY COURT TRANSCRIPTS ~ Delaware, Ulster, Columbia, Dutchess, Rensselaer, Schoharie, Albany, Greene, Nassau, Brooklyn, Kings, Queens Counties, Suffolk, etc.

Acquired and continue to develop well-rounded skills while working as well-respected independent contractor specializing in providing transcript services. Court transcription using FTR (state courts) and Liberty (town & village courts) systems, CourtSmart systems. Also transcribe mini, micro and regular cassette plus ExpressScribe for other audio transcription.

Select Assignments & Achievements:

- ✧ Transcribed court transcripts, board meetings, seminars, interviews and commercials from audio and DVD files.
- ✧ Expertise in preparation of probate estates and other legal support duties.
- ✧ Cultivated on-going, part-time relationship with Spring Associates, one of the leading public relations recruiting firms in the US.

~ Additional Experience & Personal Development ~

Transcription Services 1992-2000, 2008-Present). Councilwoman Town of Jewett 2006-2009. Newsletter Editor, Town of Jewett, NY (2005-Present); Select achievements include creation of town's first website and newsletter as well as recipient of national awards from writing associations. Professional transcription/typist services on elance.com and guru.com, leading sites for freelance work.

AFFILIATIONS

Capital District Paralegal Association, State of New York Unified Court System Certified Transcriptionist, Member in good standing Elance.com and Guru.com