

Bryan Collins

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SUMMARY QUALIFICATIONS & EXPERIENCE:

- Served two years as official court reporter to U.S. House of Representatives.
- Advanced skills in recording and processing audio and recording hardware.
- Editorial skills, including transcription, proofreading, formatting, editing and (in North Carolina) notarizing official documents.
- Skilled in Microsoft Word and Excel, Corel WordPerfect., others.
- Skilled in writing basic Web pages in standard HTML.
- Strong in Windows scripting for automation of routine tasks and text editing.
- High speed dictation with Dragon Naturally Speaking.

CERTIFICATIONS & ASSOCIATIONS:

- CVR by the National Verbatim Reporters Association in 2008.
- CVR-M by the National Verbatim Reporters Association in 2012.
- Notary Public for State of North Carolina.
- Certified by NVRA for dictation up to and beyond 175 wpm.

WORK EXPERIENCE:

Freelance Court Reporter/Transcriber --Court Reporter, 2004-Present: Full-service freelance reporter for North Carolina and Maryland courts and Attorney General's office. Served two years as court reporter to U.S. House of Representatives, recorded and transcribed public hearings, meetings, depositions in Washington DC and Maryland. Legal and surveillance transcription for variety of legal and enforcement agencies. Very experienced with depositions, medical expert witnesses and civil court cases.

Global Securities Information, Washington DC --Database Editor, June 1999-2001: Tasked to maintain databases of SEC reports, wrote the manual for using in-house software.

Ace-Federal Reporters, Washington, DC --Proofreader/Editor, May 1997-May 1998: Proofread and edited Federal hearing transcripts. Our 10-person team would proof, edit, print and deliver 1000-plus pages of transcript daily, much of it daily copy.

EDUCATION:

- Northern Illinois University, 1982-1987 -- Fine art and illustration major.
- College SAT scores ranked in the top five percentile for reading skills.

PERSONAL INTERESTS:

Audio Equipment and Software

Computers

Photography

[References available on request.](#)