

Yasmin Sandoval

Official Court Reporter

📞 (414) 555-2847 ✉ yasmin.sandoval@example.com

🌐 [linkedin.com/example/yasminsandoval](#) 📍 Milwaukee, WI 53202

STRENGTHS

- 🎯 **Realtime accuracy**
During fast testimony, careful preparation and live editing kept feeds readable and gave judges dependable access to the record.
- 🕒 **Deadline control**
When transcript orders arrived together, organized production queues kept delivery commitments clear and reduced avoidable follow up.
- 🔊 **Calm readback**
Requested passages were located quickly during active proceedings, helping counsel and judges clarify testimony without breaking flow.
- ⚙️ **Equipment readiness**
Personal CAT systems, dictionaries, backups, and reference files were prepared before assignments, protecting continuity when sessions ran long.
- 👥 **Team coverage**
Reporters, clerks, attorneys, and proceeding staff relied on clear coordination when calendars shifted or testimony extended past plan.

SKILLS

<u>Realtime Reporting</u>	
<u>Verbatim Records</u>	<u>CAT Equipment</u>
<u>Transcript Production</u>	
<u>Courtroom Readback</u>	
<u>Stenographic Reporting</u>	
<u>Legal Proceedings</u>	<u>Proofreading</u>
<u>Record Maintenance</u>	
<u>Deadline Management</u>	
<u>Court Reporting</u>	<u>Realtime Editing</u>

SUMMARY

Certified **court reporting** professional with nine years of prime reporting experience across trials, hearings, depositions, arbitrations, and other legal proceedings. Produces complete verbatim records, accurate readback, realtime feeds, and certified transcripts under demanding **Judicial Conference** style **delivery schedules**. Skilled with **Computer Aided Transcription equipment**, stenographic reporting, realtime editing, transcript proofreading, secure file handling, and detailed production records. Supports judges, attorneys, litigants, clerks, and courtroom staff with calm focus during extended sessions and complex testimony. Maintains personal reporting equipment, software, dictionaries, backups, attendance records, transcript orders, and earnings logs. Collaborative coverage across multiple calendars has strengthened continuity, service quality, and timely transcript delivery.

EXPERIENCE

Senior Court Reporter

Great Lakes Reporting Services 📅 January 2024 - Present 📍 Milwaukee, Wisconsin

Leads realtime and transcript services for civil trials, evidentiary hearings, depositions, and complex commercial matters. Supports attorneys and proceeding staff through extended sessions, expedited production, readback requests, and coordinated calendar coverage.

- Delivered verbatim **realtime reporting** during complex **testimony**, preserving an accurate record through rapid exchanges.
- Configured **Computer Aided Transcription equipment** and dictionaries, improving realtime readability during technical proceedings.
- Produced **certified transcripts** through proofreading and audio reference, meeting expedited and standard delivery schedules.
- Provided immediate **readback** of testimony and rulings, locating requested passages without disrupting proceedings.
- Maintained **attendance**, transcript order, production status, and earnings logs across concurrent legal matters.
- Coordinated reporter coverage during extended sessions, preserving record continuity when calendars changed.

Official Proceedings Reporter

Lakeshore Legal Reporting Group 📅 July 2021 - December 2023 📍 Racine, Wisconsin

Created official records for municipal and circuit level **proceedings**, including motions, examinations, sentencing matters, and multi party hearings. Partnered with judges, clerks, counsel, and courtroom staff to deliver realtime text and compliant transcripts.

- Created verbatim records for motions, witness examinations, sentencing matters, and multi party **hearings**.
- Supplied **judges** and counsel with realtime text, resolving terminology issues through disciplined preparation.
- Prepared **transcripts** under mandated deadlines and formatting requirements, maintaining accuracy across high volume calendars.
- Conducted precise readback from notes and realtime text, clarifying testimony and procedural rulings.
- Maintained stenographic equipment, CAT **software**, backups, and dictionaries for uninterrupted reporting.
- Tracked assignments, attendance, transcript requests, and delivery status with **clerks** and courtroom staff.

Court Reporter

Capitol Transcript Associates 📅 June 2019 - June 2021 📍 Madison, Wisconsin

Secure File Handling

Attendance Records

Team Coordination

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Senior Court Reporter at Great Lakes Reporting Services (2.8 Years)

● Official Proceedings Reporter at Lakeshore Legal Reporting Group (2.4 Years)

● Court Reporter at Capitol Transcript Associates (2 Years)

● Freelance Court Reporter at Midwest Verbatim Reporting (1.6 Years)

Reported depositions, administrative hearings, and litigation proceedings across employment, insurance, and commercial matters. Managed case preparation, transcript conversion, quality review, delivery queues, billing records, and secure support for remote and in person assignments.

- Reported **depositions** and administrative hearings for employment, insurance, and commercial litigation teams.
- Built case dictionaries before assignments, improving realtime output during expert testimony and document review.
- Converted stenographic records through CAT workflows, then completed editing, proofreading, and certification.
- Organized production queues around delivery dates, balancing simultaneous transcript requests and record complexity.
- Preserved appearance, page count, invoice, and job records, creating a dependable production audit trail.
- Supported remote and in person proceedings through equipment readiness and secure file practices.

Freelance Court Reporter

Midwest Verbatim Reporting 📅 October 2017 - May 2019 📍 Green Bay, Wisconsin

Established **prime court reporting experience** through depositions, arbitrations, examinations under oath, and attorney requested proceedings. Managed complete assignments independently, from preparation and realtime capture through transcript delivery, equipment care, scheduling, and client communication.

- Captured testimony verbatim while identifying speakers, marking exhibits, and sustaining focus during lengthy examinations.
- Used CAT software to translate **stenographic notes**, refine dictionaries, and prepare readable **transcripts**.
- Responded to **readback** requests by locating testimony efficiently and reproducing requested passages exactly.
- Maintained stenographic equipment and redundant digital backups, protecting source records through delivery.
- Managed scheduling, transcript orders, production logs, and client commitments across deadline sensitive assignments.

PROJECTS

Realtime Courtroom Coverage 📅 2024

Supported extended civil trials and evidentiary hearings with realtime feeds, rapid readback, technical terminology preparation, and coordinated reporter coverage.

Expedited Transcript Production 📅 2023

Managed ordered transcripts through production queues, structured proofreading, audio reference, certification, and delivery tracking for demanding legal calendars.

LEADERSHIP & AWARDS

- Registered Professional Reporter recognition, National Court Reporters Association, 2017.
- Certified Realtime Reporter recognition, National Court Reporters Association, 2021.
- Senior reporter leadership through coordinated coverage for extended proceedings and multiple judicial calendars.

EDUCATION

Associate of Applied Science in Court Reporting

Fox Valley Technical College 🎓 GPA: 4.0 📅 2017 📍 Appleton, Wisconsin

Coursework: Stenographic Reporting, Computer Aided Transcription, Legal Proceedings, Transcript Production

CERTIFICATIONS

- Registered Professional Reporter, National Court Reporters Association 📅 2017
- Certified Realtime Reporter, National Court Reporters Association 📅 2021

TECHNICAL SKILLS

- **Court Reporting Systems:** Computer Aided Transcription, CAT software, stenographic machines
- **Realtime Reporting:** Realtime feeds, realtime editing, realtime readback
- **Transcript Production:** Certified transcripts, expedited transcripts, transcript formatting
- **Record Management:** Attendance logs, transcript orders, production records
- **Legal Proceedings:** Civil trials, evidentiary hearings, depositions
- **Quality Review:** Proofreading, audio reference, speaker identification
- **Reporting Equipment:** Personal stenographic equipment, reporting software, digital backups
- **Courtroom Support:** Judge support, counsel support, courtroom staff coordination
- **Delivery Administration:** Delivery schedules, cost requirements, earnings records
- **Professional Credentials:** Registered Professional Reporter, Certified Realtime Reporter, National Court Reporters Association

PROFESSIONAL AFFILIATIONS

- National Court Reporters Association, professional reporting member.
- Wisconsin court reporting community, collaborative coverage and peer support participant.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST