

# ***PHELIX KINGSTON***

## ***PROFILE***

I'm a dedicated remote transcriptionist with over five years of experience in general, legal, business, and medical transcription. I'm a detail-oriented and meticulous, with proven track record of strong and effective collaboration and attention to detail, able to produce customer-ready transcripts.

## ***CONTACT***

PHONE:

+1 929 220 1742

Email: [phelix7132@gmail.com](mailto:phelix7132@gmail.com)

## ***HOBBIES***

Typing

Reading motivational books.

Watching Documentaries

Cycling

Environmental conservation.

## ***EDUCATION***

City College of New York

2009 - 2013

Bachelor of Education, English Literature.

Bronx High School

2004 - 2008

## ***LOCATION***

168 Foster Avenue, Sayville, NY 11782

## ***WORK EXPERIENCE***

[3PlayMedia: English and Spanish Editor \(General, medical, business, and legal transcription\)](#)

April 2019 to 2021

Role: Listening to an audio/video recording and editing a STOE transcript to a perfect readable customer-ready transcript. Proofreading.

[Legal Transcriber at Transperfect:](#)

June 2018 to 2022  
English Legal Transcription

[GoTranscript: Transcriber/Subtitler.](#)

March 2017– 2020.

Roles: Creating high-quality transcripts from audio or video recording. Creating subtitles and syncing them with a video or audio recording.

[TranscribeMe: Medical/General Transcriber](#)

September 2020 – 2021

Role: Listening to an audio recording and creating a high-quality transcript in accordance with the style guide.

[Global Lingo: Medical Transcriptionist.](#)

January 2022 to April 2023

Transcribing recorded medical audios, and producing a customer ready transcript in the required format.

English (UK) transcription.

English (US) to English (UK) Transcreation

### **PERSONAL SKILLS**

An avid editor/transcriber. I know the power of second and third revisions.

A subtle grammar police. Errors keep me awake at night.

An agile deadline hitter. I relish quick turnarounds and thrive in fast-paced environments.

A banter king. I play with language and appreciate witty humor.

A humble teammate. My work is everyone's work; my success is everyone's success.

An at-the-ready leader. I relish responsibilities big and small.

A forever student. I'm on a never-ending quest to learn.

### **PROFESSIONAL SKILLS**

Transcribing and subtitling.

Fast and accurate typist (65 wpm).

Proofreading.

Native English speaker.

Reliable and able to meet established deadlines.

Good listening skills.

Ready to accept and learn from feedbacks.

Ready to learn and adapt to new rules and style guides.

Perfect spelling, grammar, and punctuation skills.

Professional computer skills.

Marketing Research skills.

Microsoft Word/Excel processing experience.

Copywriting.