

EXPERIENCE

Freelance transcriptionist for the past 18 years, providing transcription services for a wide variety of clients, including Hanselman Claims Inc., Transcription Canada, RJP Consulting, Transcription UK, Alabama Institute of Modern Languages, Bureau Bilingue, Encaption CC Services, Word-Ability, Wesson Systems, ViaVid Communications, AccuTran Global and several private individuals. My experience includes Court hearings, Treasury Board Secretariat matters, immigration hearings, Landlord and Tenant Board hearings, police interviews, insurance investigations, private investigations, air traffic control and military transmissions, quarterly corporate financial earnings, documentary interviews, archived television programs, focus groups, meeting minutes, workshops and interviews.

Prior to freelancing, I was a legal assistant with McCarthy Tétrault LLP for over 17 years, primarily in the commercial real property and municipal planning and zoning departments, where transcription was a major part of my day-to-day function. I also spent several months as a secretary with Rodgers School of Transport Training, until the school permanently closed. My early work experience includes five years as a Toronto taxi driver. I also spent many years working part time in a variety of roles at the Napoleon Restaurant, one of Toronto's finest restaurants for 15 years.

EDUCATION/TRAINING

Authorized Court Transcriptionist - Durham College, 2022

Medical Transcriptionist Diploma - ICS Canada, 2007

Sexual Abuse Support Training - Central Agency Sexual Abuse Treatment Centre, Parent and Youth-Led Services, 1999

Legal Secretarial Diploma - Shaw Colleges, 1987

High School Diploma - Branksome Hall School, 1980

VOLUNTEER

National Maritime Museum, Royal Museums Greenwich - Sept 2012 – April 2014

- Transcribing merchant marine crew list records for the 1915 Crew List Project.

North Toronto Skating Club - 1987 – 2001

- Member of Board of Directors from 1996 to 2001, holding positions of President, Past President, Public Relations/Newsletter Director, and Amateur Coaches Director.

Innocents Among Us - 2000 – 2004

- Secretary of not-for-profit children's advocacy organization, mandated to creating public awareness and education with respect to the impacts of child abuse.

Central Agency Sexual Abuse Treatment Centre - 1999

- Parent support resource for weekly group meetings of parents of sexually abused children.

Through the Eyes of a Child Advocacy Committee - September, 1998

- Participated at the Martin Arnold Kruse Memorial Forum and Panel Discussion at Maple Leaf Gardens.