

Candace Harris C.V. Transcriptionist Expert – Lynchburg, Virginia  
Professional transcript proofreader providing assistance to court  
reporters everywhere.

The Proofreading Maven

College of Charleston  
Lynchburg, Virginia Area

Court reporters are busy people. I get it. I was a litigation paralegal for 27 years and frequently spoke with court reporters, developing a very healthy respect for the profession. You spend all day in court or at depositions taking down every syllable spoken and then spend hours transcribing and proofreading the transcripts to be sure that what has been transcribed is exactly what was said during the proceedings. You want your work to be absolutely accurate because it is your reputation and business on the line.

I am a professional transcript proofreader trained in the NCRA rules and the rules contained in "Morson's English Guide for Court Reporters," "Bad Grammar/Good Punctuation" by Margie Wakeman Wells, and "The Gregg Reference Manual." I have proofed thousands of transcript pages and completed the Transcript Proofreading: Theory and Practice course, a course specifically designed to train proofreaders in the art of proofreading transcripts and working with court reporters. This is in addition to the thousands of pages of transcripts I proofread over the course of my former career as a certified litigation paralegal.

In addition to proofreading your transcripts for grammatical and punctuation errors, I also make certain that attorneys' names and addresses are correct, exhibits are correctly noted, dates are consistent, and look for spacing errors - the details which are easily missed and potentially embarrassing.

Let me help you achieve your goal of creating excellent transcripts. I want to be your second pair of eyes to ensure each and every transcript is exceptional. You can find out more about me and my service at [theproofreadingmaven.com](http://theproofreadingmaven.com) and [facebook.com/theproofreadingmaven](https://facebook.com/theproofreadingmaven). If you are seeking a highly qualified and motivated proofreader dedicated to your success, please contact me at [candace@theproofreadingmaven.com](mailto:candace@theproofreadingmaven.com). I look forward to collaborating with you.

Experience

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## **Professional Transcript Proofreader**

Company Name The Proofreading Maven

Dates Employed 2017 – Present

Employment Duration 1 yr

Your name and reputation are on the line with each transcript, and you need to be certain that your transcripts are correct and accurate. Let me help you achieve that goal. I want to be your second pair of eyes to ensure each and every transcript is exceptional.

- I have 27 years of experience as a certified litigation paralegal. I worked in a variety of fields such as insurance defense, workers' compensation, medical malpractice, products liability, bankruptcy, domestic law, and construction law.
- I proofread transcripts to ensure that all grammar, punctuation, dates, names, and addresses are correct.
- I research attorneys' names and addresses.
- I research prescription medications to determine which are generic and which are brand names so they are punctuated correctly.
- I compare dates throughout the document so they are consistent.
- I check the exhibit list details to make certain they are listed correctly and on the correct page.
- Once documents are forwarded to me in PDF form, I proofread, annotate, and return them within 48 hours of receipt. This includes weekends at no extra charge.
- I respond to emails within two hours.
- I provide a preference sheet and annotate the transcripts in the manner you prefer, as well as relying on the NCRA guidelines, "Morson's English Guide for Court Reporters," "Bad Grammar/Good Punctuation," "The Gregg Reference Manual," and the "Merriam-Webster Dictionary."
- For new clients, I proofread the first 15 pages free. I want you to be certain that you are happy with my work and that we can work together.

If you are seeking a highly qualified and motivated proofreader dedicated to your success, please contact me at [candace@theproofreadingmaven.com](mailto:candace@theproofreadingmaven.com). I look forward to collaborating with you.



### **Senior Paralegal**

Company Name Woods Rogers Edmunds & Williams, P.C.

Dates Employed 2006 – 2016

Employment Duration 10 yrs

Location Lynchburg, Virginia

- Developed and maintained a filing system which allowed easy access to documents.
- Scheduled and maintained calendars for multiple attorneys.
- Drafted correspondence and complex legal documents.
- Made travel arrangements.
- Prepared case exhibits and evidence in advance of trial.
- Maintained client contact.
- Located witnesses and conducted interviews.
- Compiled, analyzed and summarized data from multiple sources in a concise manner.
- Conducted research and prepared summary of findings.
- Prepared documents for discovery purposes.

### **Certified Paralegal**

Company Name Bell & Schneider

Dates Employed 2004 – 2006

Employment Duration 2 yrs

Location Lynchburg, Virginia

- Scheduled and maintained calendars for multiple attorneys.
- Drafted correspondence and complex legal documents.
- Made travel arrangements.
- Prepared case exhibits and evidence in advance of trial.
- Maintained client contact.
- Located witnesses and conducted interviews.

- Compiled, analyzed and summarized data from multiple sources in a concise manner.
- Conducted research and prepared summary of findings.
- Prepared documents for discovery purposes.



### **Certified Paralegal**

Company Name Gentry Locke

Dates Employed 1995 – 2004

Employment Duration 9 yrs

Location Roanoke, Virginia Area

- Scheduled and maintained calendars for multiple attorneys.
- Drafted correspondence and complex legal documents.
- Made travel arrangements.
- Prepared case exhibits and evidence in advance of trial.
- Maintained client contact.
- Located witnesses and conducted interviews.
- Compiled, analyzed and summarized data from multiple sources in a concise manner.
- Conducted research and prepared summary of findings.
- Prepared documents for discovery purposes.

### Education



### **College of Charleston**

Field Of Study Anthropology



### **Radford University**

Field Of Study Political Science and Government