

Reba L. Burgess

304-610-3399

(Between the hours of 8:00 a.m. and 9:00 p.m. EST)

Rebaburgess@frontier.com

EDUCATION

Marshall University

Huntington, WV

Completed 40 hours of business management and drama education classes while working full time at the University.

Huntington Jr. College of Business

Huntington, WV

Completed 76 hours of Associate Degree in Court Reporting with 3.95 GPA.

Courses in word processing, stenography recorders, legal and medical terminology, anatomy, business law I and II and medical transcription.

EDITING EXPERIENCE

VARIOUS CLIENTS, INCLUDING BUT NOT LIMITED TO:

Greta Duckett, RPR, CRR

Realtime Systems Administrator

Licensed in AL, GA, and TN

(334)322-1340

Editing and proofreading of legal transcripts, which includes depositions and court proceedings, medical, technical and expert testimony, realtime trials with daily copies, completing and inserting appropriate pages and proper formatting.

Documents are sent via email and Dropbox with audio and must be verbatim.

Scopist/Editing Manager

Johnny Jackson & Associates Court Reporting Firm

Charleston, WV

304-346-8340

Editing deposition and trial transcripts in DigitalCat program, finalizing them for copy-ready distribution to attorneys, with emphasis on asbestos litigation. Job included supervising and training other editors within the department. Worked in-house for the first part of term, then edited from home the last year. Reason for no longer working, client moved to Florida.

OTHER EXPERIENCE

Office Manager/Tour Coordinator

Arts in Action

Hurricane, WV 25213

General office duties, composing letters, fliers and advertising materials. Responsibilities also included booking and organizing dates as tour administrator for traveling performance troupe, requiring contact of various organizations and individuals for scheduling and interviewing purposes. In the evenings, job included receiving and recording payments and receptionist duties dealing with participants and public. Reason for no longer working was to pursue more lucrative work.

Steno Clerk

CSX Transportation Railroad

Huntington, WV

Performed Board of Inquiries, which entailed taking shorthand and transcribing in deposition question and answer style and format. Was on call to fill in for vacation and sick vacancies of all clerks and stenographers until seniority allowed regular position. Various clerical jobs involved having the ability to learn quickly and retain information of various jobs, multi-tasking, and training other clerks. Reason for leaving job was to stay home with young children.

Office Administrator

Marshall University

Hal Greer Blvd.

Huntington, WV

Director of Research Coordinating Unit, doing general office duties, managing microfiche library, preparing documents, surveys and research materials for vocational education, which included follow-up contact for return of surveys. Reason for leaving was to advance to better paying position.