

# Transcription and Typing Services



Not getting results even though you're sending your CV everywhere? Make use of my 17 years' experience to revamp your CV so that it pops and sticks out.



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Location **Northern Ireland, County Londonderry**  
<https://www.freeadsz.co.uk/x-566120-z>

Transcription and typing services.  
 I offer all transcription and typing services including:

Transcribing disciplinary enquiries.  
 Transcribing meetings and conferences like AGMs and corporate conferences,  
 Working with forensic teams and other professionals who record their material and don't have time to type it themselves.  
 Transcribing reports  
 Assisting with document preparation  
 Other forms of transcription and typing – contact me to discuss your needs.  
 I prepare transcriptions for companies who specialise in recording offering a one stop solution.  
 Working with students.

I also offer proofreading and editing with the assistance of highly qualified subcontractors.

I do most of the work myself but make use of subcontractors when needed.

How may I be of service today?



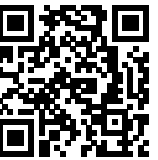
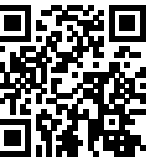




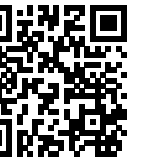
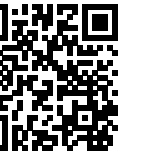
I have recently worked with a large broadcasting company doing court stenography and sending out updates for a prolific court case in South Africa.

I have also transcribed for Government entities including:

Preparing tender documents  
 typing  
 proofreading  
 editing

I have done a lot of work for students – ask me about my special rates for students.

I am passionate about my work and my all round experience will be very beneficial to your business.

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For a long time I worked in a recruitment company and am therefore proficient and skilled with writing CVs.

Prior to starting my business in 2005, I worked in administration and related positions for 10 years and also completed an N5 Secretarial.