

Binita Shrestha

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Objective

To provide accurate and timely transcripts and personable and friendly services; to achieve RPR certification and real-time proficiency

Education

Associate of Occupational Studies, Stenotype Court Reporting

New York Career Institute, May 2006

Achieved a 4.0 GPA in the NCRA-certified and accredited program

Attained WPM speeds of 225 Q&A, 200 jury charge, and 180 literary

Completed 60-hr internship with Barrister Reporting and US District Court

Coursework in computer-aided transcription and real-time reporting

Bachelor of Arts, English with Honors

St. Joseph's College, May 1994

Advanced coursework on composition techniques and rhetorical modes

Extensive instruction in advanced English grammar, syntax, and usage

Experience

US Legal Support New York, NY February 2007 to present

Provided accurate transcripts, professional services, and timely delivery

Skilled deposition/EBT/EUO services for many legal matters, such as:

Arbitrations

Commercial litigation

Construction litigation

Expert testimony

Insurance claims

Medical malpractice

Personal injury

Telephone-based proceedings

Capabilities

Efficient scoping and accurate proofreading of transcripts

Equipped with latest tools: Elan Mira A3 and Case CATalyst⁴

Electronic transcript delivery in ASCII and other file formats

Expedited and daily transcript delivery available

Production of condensed, multipage transcripts

Registered Notary Public within and for the State of New York