

Antony Peter

■ Nairobi, Kenya

■ +254758303556

✉ antolsolutions@gmail.com

Professional Summary

Dedicated and detail-oriented Transcription Editor based in Nairobi, Kenya, with over 3 years of experience in transcribing and editing audio and video content for clients across Africa and internationally. Experienced in ensuring transcripts meet client formatting and linguistic standards, with a strong emphasis on accuracy, confidentiality, and quick turnaround. Proficient in editing diverse content including academic, medical, corporate, and media projects.

Core Skills

- Audio & Video Transcription Editing
- Proofreading & Copy Editing
- Grammar & Style Consistency
- Time-stamping and Speaker Identification
- Confidentiality & Data Security
- Formatting & Quality Assurance
- Typing Speed: 75 WPM
- Software: Express Scribe, Descript, Otter.ai, MS Word, Google Docs, Grammarly, Trint, Sonix

Professional Experience

Transcription Editor

Andika Africa Transcription Services, Nairobi — January 2022–Present

- Review, edit, and format transcriptions to ensure grammatical accuracy and style consistency.
- Handle corporate and academic projects with varying levels of complexity.
- Train and mentor junior transcriptionists on editing standards and client requirements.
- Consistently achieved a 99% accuracy rate across over 1,000 edited transcripts.
- Collaborate with clients to meet project-specific formatting and confidentiality needs.

Transcriptionist

TranscribeMe Kenya — June 2020–December 2021

- Transcribed interviews, focus group discussions, and media recordings for Kenyan and international clients.
- Ensured fast and precise turnaround for bulk audio content.
- Applied accurate speaker identification, timestamps, and proper formatting across all projects.
- Consistently ranked among top 10% contributors for speed and accuracy.

Education

Bachelor of Arts in English Language & Linguistics
University of Nairobi, Kenya — Graduated: 2019

Certifications

- Professional Transcription & Editing Certificate — Alison Online Learning, 2021
- Advanced Grammar and Proofreading Certification — Coursera, 2020

Achievements

- Maintained an average editing accuracy rate above 99%.
- Recognized as 'Top Performer' at Andika Africa for quality assurance excellence.
- Edited over 1,000 transcripts for clients in academia, business, and media.

References

Available upon request.