

Bade Tola

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Professional Summary

Dedicated transcriptionist and proofreader with strong expertise in legal, academic, and general transcription. Skilled at producing accurate, clear, and well-formatted transcripts under strict deadlines. Trained in proofreading and editing through Udemy courses, with hands-on freelance experience in delivering transcription services to clients. Known for attention to detail, fast typing, and strong grammar skills.

Education

Ongoing Professional Development through Udemy
Courses completed in transcription, proofreading, and editing (2024).

Work Experience

Freelance Transcriptionist & Proofreader

Self-Employed (Upwork, Fiverr, Direct Clients) | 2019 – Present

- Transcribed and proofread audio and video files in legal, academic, and business fields.
- Consistently maintained client satisfaction through accuracy, clarity, and timely delivery.
- Edited transcripts for grammar, punctuation, and proper formatting.
- Handled projects ranging from short interviews to multi-hour recordings.

Skills

- Legal Proofreading & Editing
- General and Legal Transcription
- Grammar & Punctuation Review
- Document Formatting (APA, MLA, Chicago, Legal Citation)
- Microsoft Office & Google Workspace
- Typing Speed: ~85 WPM

Certifications & Training

- Proofreading and Editing Masterclass – Udemy (2024)
- Transcription & Captioning Training – Udemy (2024)

Projects & Achievements

- Completed 50+ freelance transcription projects for international clients.
- Proofread and formatted transcripts for academic research papers and business reports.
- Achieved consistent 5-star client reviews on freelance platforms for accuracy and professionalism.