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| PETER NG’ANG’A MUTHIORA  PO BOX 25073 Nairobi 00603 Kenya · **+**254729393558  pierremuthiora@gmail.com |
| Detailed-oriented transcriptionist skilled in managing source files and producing clean, error-free results. Works effectively with digital and traditional materials and proactively corrects problems without sacrificing meanings. Expert typist and administrative team player. |

# Experience

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| 04/2016– 06/2022FREELANCE Transcriptionist, VERBIT SOFTWARE - Used technical abilities to maximize value of human translations in conjunction with machine-initiated transcription.  - Listened to various recordings and typed out verbatim information for official records.  - Resolved inconsistencies, discrepancies, and inaccuracies in files without altering intended meaning of dictation.  - Edited speech-recognized drafts to improve accuracy and clarity.  - Accurately translated professional jargon and abbreviations into their expanded forms to create accurate files.  - Reviewed and edited transcribed reports and dictated material to correct problems with clarity, terminology or grammar. |
| 07/2019 – 06/2022Improving ai systems through tasks, REMOTASKS Performed tasks such as:   * Video and audio transcriptions * Audio translation * Image annotation * Data categorization |

# Education

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| Jan 2010KENYA CERTIFICATE OF PRIMARY EDUCATION, Greenwoods Primary School Scored an overall 390 out of 500 marks. |
| JAN 2015KENYA CERTIFICATE OF secondary EDUCATION, NJIIRI HIGH SCHOOLScored an overall A minusJAN 2016Bachelor of science, jomo kenyatta university of agriculture and technology, main campusCurrently pursuing a degree in industrial chemistryaug 2022certificate, w3schools Pursuing a web development and web design certificate online. |

# Skills

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| * Error correction * Annotation | * Translation * File correction * Transcription * Web development and design |

# LANGUAGES

**English**, Fluent

**Kiswahili**, Fluent

**INTERESTS**

Excellent delivery and dedication are my priorities in any line of work.