



JANET A. COLLINS, RMR, CRR, FCRR, CRI
CURRICULUM VITAE
September 2010

PROFESSION

Nationally accredited stenographer (court reporter) since 1990

CERTIFICATIONS AND EDUCATION

Reporting Academy of Virginia, Virginia Beach, VA (1987–1991)
Graduate of NCRA-accredited Court Reporting school

State of North Carolina

Certified Shorthand Reporter (1993) - Certified to provide machine stenography at speeds up to 210 words per minute at 95% accuracy

National Court Reporters Association

Registered Professional Reporter (1994) - Certified to provide machine stenography at speeds up to 225 words per minute at 95% accuracy and successfully completed written exam

Registered Merit Reporter (1999) - Certified to provide machine stenography at speeds up to 260 words per minute at 95% accuracy and successfully completed written exam

Certified Realtime Reporter (1999) - Certified to provide realtime stenography at speeds up to 180 words per minute at 96% accuracy

Certified Reporting Instructor (2008) - Certified to teach court reporting to students at all levels of proficiency

United States Court Reporters Association

Federal Certified Realtime Reporter (1999) - Certified to provide realtime stenography at speeds ranging from 180 to 200 words per minute at 96% accuracy

Caption Masters, University of Mississippi

Certificate of Excellence (2005) - Completed skills portion of federally-funded broadcast captioning program

EXPERIENCE

J. Collins Reporting, LLC, Mt. Pleasant, SC (February 2007 – Present)

President - Manage and perform all day-to-day operation, promotion, and development of a professional private practice

United States District Court, Charleston, SC (May 1999 – February 2007)

Official Reporter - Stenographically recorded and transcribed, as requested, matters appearing before all Judges of the Court. Provided realtime translation of proceedings to

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the Court and Law Clerks, as requested. Provided rough-draft transcripts of proceedings to the Court, to Clerk's Office staff and Law Clerks, as requested. Assisted Clerk's Office staff with in-court proceedings, offered technology advice and solutions

United States District Court, Owensboro, KY (January 1998 – April 1999)

Official Reporter to the Honorable Joseph H. McKinley, Jr. - Stenographically recorded and transcribed, as requested, all matters appearing before the Court. Provided realtime translation of proceedings to the Court and to Law Clerks, as requested. Provided rough-draft transcripts to the Court and to Law Clerks, as requested

Advanced Translations Technology, Inc. (ProCAT) Calabasas, CA (October 2001 – Present)

Trainer - Train ProCAT clients on the use and functionality of ProCAT software and Steno machines

Beta Tester - Test beta versions of ProCAT software and equipment prior to their release in the market

Sales Representative - Assist ProCAT clients and sales staff with troubleshooting computer-aided transcription software and Steno machine issues. Serve as a ProCAT representative at various State court reporter association conventions and at the annual convention of the National Court Reporters Association

State of North Carolina, Stokes and Surry Counties (June 1994 - November 1997)

Official Reporter - Stenographically recorded and transcribed, as requested, all matters appearing before the court. Prepared Jury Instructions for presentation to the jury. Traveled to various counties across the State to fulfill these duties

Huseby and Associates, Charlotte, NC (September 1993 – May 1994)

Freelance Reporter - Stenographically recorded and transcribed depositions and public meetings

Cavalier Reporting, Roanoke, VA (March 1993 – September 1993)

Freelance Reporter - Stenographically recorded and transcribed depositions and public meetings

Reporting Academy of Virginia, Virginia Beach, VA (February 1992 - February 1993)

Instructor - Taught stenographic theory to entry-level students and administered high-speed dictation to advanced students

Biggs & Fleet, Norfolk, VA (June 1989 – February 1993)

Freelance Reporter - Stenographically recorded and transcribed court proceedings, depositions and public meetings

Scopist - Assisted reporters with transcript production as a court-reporting student

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PROFESSIONAL ASSOCIATIONS

National Court Reporters Association (1990 – Present)
American Business Women's Association, Jessamine Chapter (March 2007 – Present)
Cambridge Who's Who (June 2005 – Present)
United States Court Reporters Association (1998–2007)

AWARDS AND DISTINCTIONS

American Business Women's Association, Jessamine Chapter, Summerville, SC:
Newsletter and Marketing Committee (2010 – 2011)
President (August 2008 – 2009)
Woman of the Year (2008)
Secretary (August 2007 – August 2008)

Official Court Reporters Association, State of North Carolina (1997–1998)
Founding Member, Secretary, and Legislative Liaison

PRESENTATIONS

"Technology in the Law." Legal Staff Professionals of the Lowcountry, May 2007.

"Tips on Working from Home." American Business Women's Association, July 2007.

"What is Court Reporting, and how do I get into it?" Charleston School of the Arts Career Day, June 2010.

SPECIAL INTERESTS

- Reporting on cases related to issues involving the environment and its preservation
- Court Reporter education, certification, and technology
- Shiwa Center for Peace, Public Relations

PROFESSIONAL REFERENCES

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