

Resume

Name: **Januario Florencio**

Contact: +258 87 365 8515

E-mail: **januarioflorencio3@gmail.com**

PROFESSIONAL GOAL

Professional Transcriber dedicated to providing high-quality audio and video transcription services, combining linguistic accuracy with on-time delivery. I look for challenging opportunities to contribute with my experience in transforming auditory content into faithful and impactful text.

PROFESSIONAL EXPERIENCE

Impeccable Transcriptions - Nacala Logistic Company, Nacala-a-Velha, Mozambique, 02/03/2020 to 10/05/2022.

- Responsible for accurate and efficient transcription of a variety of content, from interviews and podcasts to academic lectures.
- Collaboration with a team of professionals to meet customer expectations and guarantee the quality of the final product.

Freelancer in Transcription for some sites, namely Virtual Vocations, TranscribeMe, Scribie, Casting Words, Rev.com, FlexJobs, among others. With more than 5 years in the area.

- Offering freelance transcription services to global clients.
- Effective management of tight deadlines and diverse projects, maintaining high quality standards.

MAIN SKILLS

- Audio and video transcription with precision and cohesion.
- Editing and formatting text to ensure clarity and readability.
- Knowledge of dealing with different accents, contexts, and speaking styles.
- Commitment to confidentiality and professional ethics.

EDUCATION

Degree in LITERATURE – Eduardo Mondlane University.

Year of Completion: 2018

Languages:

- Portuguese,
- English,
- Spanish,
- French.

REFERENCES

- Nacala Logistics.
- Virtual Vocations,
- TranscribeMe,
- Scribie,
- Casting Words,
- Rev.com,
- FlexJobs,
- among others

PERSONAL GOAL

My mission is to provide transcription services that not only meet, but exceed client expectations. I am committed to excellence, efficiency and delivering results that add value to original content.

TRANSCRIPTION APTITUDE

Proficient in transforming audio and video into text accurately and efficiently. Standout skills include acute listening comprehension, meticulous attention to detail, knowledge of diverse linguistic contexts, and commitment to delivering high-quality transcriptions. Demonstrated track record of dealing with tight deadlines, ensuring results that meet and exceed client expectations.