

ANTOINETTE J. AQUARO, CSR, CP, CM

4122 Hemingway Drive · Venice, Florida

Phone: (410)703-3771

E-Mail: fintalia2@gmail.com

Fax: 941-493-4238

WEBSITE: WWW.AAQUAROSCOPIING.COM

SUMMARY of QUALIFICATIONS

Energetic, ambitious, discreet and well respected court reporting professional with a sincere desire to apply in-depth knowledge and experience within a freelance scopist/transcriptionist position * Possesses a track record of success and progressive growth that has resulted in diverse courtroom, legal, and corporate experience * Achieved both Certificate of Proficiency and Certificate of Merit status * Possesses the dedication and work ethic necessary to meet deadlines and manage assignments through final conclusions.

AREAS of EXPERIENCE

State Court Systems * Courts of Common Pleas * Civil Courts * Circuit Courts
* Law & Motion
Superior Courts * Juvenile Courts * Stockholder Meetings * Conventions
Municipal Hearings * Depositions * Arbitrations * Coroner's Reports
Varied Freelance Reporting

DEMONSTRATED STRENGTHS

Accuracy/Speed * Corporate Nomenclature * Medical Terminology
Legal Vocabulary * Trades Terminology * Slang/Vernacular
Spelling Abilities * Time Management * Organizational Skills
Language Skills: Conversational In Italian

SKILLS

· Proficient in Word & WordPerfect
· Readily learns new software and systems
Eclipse Total Software, utilizing high speed cable internet to download Audio
Wave files for Audio Sync

SELECTED ACHIEVEMENTS

· Elected Secretary of Los Angeles County Court Reporters Association.
· Received an appointment to PARLAC - The Political Action Committee of Los Angeles Reporters. Actively participated in lobbying legislators to maintain good working conditions and job security for court reporters.
· Appointed to the Los Angeles County Court Reporters Grievance Committee. Heard grievances from Pro Tems concerning working conditions. Negotiated with administrators to reach equitable solutions.
· Acted as an interviewer and proctor for the Court Reporters' test in LA County.

- Served as the Secretary of the state of Connecticut's Court Reporters Association. Created, organized, and chartered the first Legal Secretaries Association of Western Connecticut, a subsidiary of the national organization. Honored by the Jaycees for chartering this organization.
- Placed #7 out of 200 participants in the NY Supreme Court Reporters Test.

PROFESSIONAL EMPLOYMENT

Venice, Florida

Scoping for various Court Reporters and Court Reporting firms, utilizing Eclipse computer-aided transcription software, using high speed cable internet for transfer of Audio Wave files for Audio-Sync.

(See www.aaquaroscoping.com) 1998-present

LA SUPERIOR COURT · Los Angeles, CA 1975-1992

Court Reporter

From 1975-1989, held positions in several different courts including Criminal, Civil, Family, Law & Motion, Juvenile and Probate. Proceedings reported included medical malpractice, legal malpractice, murder and criminal matters, as well as high profile domestic relations cases. From 1989-1992 served in the Writs & Receivers Department Pertaining to Class Actions, a uniquely demanding department, necessitating expedited transcriptions for the majority of the calendar. Most motions and cases were expedited, requiring daily transcripts. In addition, recorded murder and criminal matters as well as high profile domestic relations cases.

FREELANCE COURT REPORTER · Los Angeles, CA 1974-1975

Throughout Orange County, CA performed freelance work consisting of depositions.

TERRITORY COURT, ST. THOMAS VIRGIN ISLANDS · St. Thomas 1973-1974

Court Reporter

Reported proceedings in Criminal, Civil, and Family Matters.

CONNECTICUT COURT SYSTEM · CT 1965-1974

Court Reporter

Reported proceedings in both lower and higher courts (Circuit and Superior). Also served as a part-time Coroner's Reporter. Performed freelance reporting for zoning board meetings and attorney depositions. Cultivated this personal clientele through networking and word-of-mouth referrals.

FREELANCE COURT REPORTER · CT 1967-1969

At Post Reporting Service in New Haven, CT, served as a freelance reporter for medical malpractice depositions, arbitrations, patent cases, corporate conventions, and stockholder meetings.

EDUCATION

Essex College of Business · Newark, NJ

Court Reporting Certificate · *Dean's List Student*

CERTIFICATIONS & AFFILIATIONS

Past CT Superior Court CSR · Past CA Superior Court CSR*Passed NY
Supreme Court Test
Certificate of Proficiency · Certificate of Merit
Past Member, LA County Superior Court Reporters Association · Past
Member, CA Court Reporters Association · Member, National Court
Reporters Association · Past member, State of CT Court Reporters
Association