

# Norma Rico

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## Professional Profile

Organized and responsible machine shorthand provider with five years of note-taking services. On time, always prepared, and effective. Eager to learn all I can and eventually obtain an Official court position.

## Qualifications

- Certified by the State of Texas to provide machine shorthand services at 225 words per minute
- Formerly certified in the State of Oklahoma to provide machine shorthand services at 200 words per minute
- Knowledgeable with Word documents and PDF files
- Former Administrative Assistant

## Experience

September 2010 to May 2016 Tanya Jansma & Associates Arlington, Texas  
CART Provider  
Provided note-taking services via real-time to students with disabilities at the local community colleges and universities. Established rapport with the students and continued to work with the same students every college semester. Enhanced the use of my machine shorthand skills and the use of my software dictionary for the purposes of more accurate transcription translation.

June 2016 to Current Freelance Subbing Court Reporter D/FW, Texas  
Deputy Reporter  
Substituting in for court officials in the Dallas/Fort Worth and surrounding counties such as Denton, Collin, Kaufman, Parker, while they take time off. Use of my machine shorthand services to create records for all types of court cases and providing transcripts of records when requested in a timely fashion, which may include e-file, fax, copy, personal binding, and or digital copy/s.

My current experience is in criminal district courts, civil courts, county criminal courts, and drug courts as well as probate courts. In probate courts, I've had the privilege of working with Associate Judges as well with the Official Judges.

## Education

1998 ATI Training School Richland Hills, Texas, US  
Administrative Assistant: Business Administration

2011 Iverson Business School and Court Reporting Arlington, TX, US  
Certificate of Court Reporting: Court Reporting

## Affiliations

TCRA (Texas Court Reporter's Association)

TCCRA (Tarrant County Court Reporter's Association)

DCRA (Dallas Court Reporter's Association)