



CARILYN CIPOLLA

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stemcartcaptioner.com



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text or voicemail

OBJECTIVE: Remote CART and realtime captioning for academic, government, and commercial settings.

STRENGTH: Realtime, detail-oriented, thorough, hard-working, organized, good communication, reliable, caring.

EQUIPMENT: Stylus steno machine, Fujitsu 16G RAM professional laptop / Windows 10, EclipseCAT 8.0.

COMPUTER SKILLS: Blackboard Collaborate, EclipseCAT 8.0, Google [Chrome, Docs, Drive, Meet], Microsoft Office 2010 [Excel, Word, Paint, Powerpoint], RapidCaption, Skype, StreamText, WebEx, Windows 10, Xmind, Zoom.

CAREER HISTORY:

Independent Contractor

remote CART Captioner, F/T

August 2013 - Present

San Jose City College, San Jose, CA

CART Captioner, P/T

August 2012 – June 2018

Courses are full semester assignments and on-site unless otherwise stated:

- Cosmetology – Esthetics II
- Math – Calculus II
- multivariable calculus (by remote CART)

West Valley College, Saratoga, CA

CART Captioner, P/T

May 2010 – June 2013

Courses are full semester assignments and on-site unless otherwise stated:

- Art – Fashion Design (*half semester*), Interior Design
- English – Reading, Writing (Composition), Grammar
- History – US History, Politics – American Government
- Math – Pre-algebra, Elementary Algebra, Intermediate Algebra, Statistics.
- Paralegal – Civil Litigation, Advanced Civil Litigation
- Science – Geology, Oceanography

DeAnza College, Cupertino, CA

CART Captioner, P/T flex

May 2010 – June 2013

Courses are full quarter assignments and on-site unless otherwise stated:

- Anthropology – Cultural Anthropology
- Chemistry 1B
- Human Biology
- English – English as a Second Language (ESL), Reading, Writing.
- Math – Calculus 1A & 1C, Differential Equations
- Politics – American Government
- (*Subbing*) – Accounting, Astronomy, Environmental Biology, Chemistry, Child Development, History, Human Sexuality, Physics, Psychology, Statistics.
- (*Offline video transcription*) – Engineering

VideoJump, San Jose, CA

Transcriptionist, P/T flex

2009 – 2012

- Produce transcripts of video content via offline captioning
- Topics include: business, chefs and cuisines, entrepreneurs, environmental science, genetics, high tech industry, music, religion, psychology, sports...

Princeton Review Inc., Palo Alto, CA

SAT Prep instructor, proctor, P/T flex

2007 – 2012

- Teach high school students test-taking strategies in math and English (grammar/writing) for SAT exam prep.
- Proctor diagnostic exams simulating the official SAT.

Freelance, San Jose, CA

Various, P/T flex

95 – 05

- Piano – wedding/funeral pianist, piano instructor, choir pianist.
- Interpreter – Chinese (Mandarin) to English, Spanish to Chinese, Spanish to English.
- Teacher – elementary school kids after-school program – homework help, music program, recess monitor.
- Election officer volunteer – Santa Clara County Registrar of Voters.

HOBBIES:

Mentoring, using WIX to create simple websites, <https://www.youtube.com/@carilyncipolla1805>

EDUCATION:

Completed all coursework, except speeds.
Secondary Teaching Credential
Bachelors of Arts and Science

West Valley College, Court Reporting
U.C. Davis, Mathematics and Spanish
U.C. Davis, Mathematics and Spanish