## PORTOFOLIO



Cover



## ABOUT ME

Hello! I'm Tyler, a freelance transcriptionist, proofreader, and writer. I help individuals and businesses turn messy audio or written drafts into clear, polished, and professional texts. With a sharp eye for grammar, structure, and tone, I make sure every word counts. Whether it's transcribing interviews, proofreading documents, or writing clean and effective copy, I always aim for clarity, accuracy, and a human touch.

I'm passionate about communication, and I'm constantly improving my skills to deliver highquality work with speed and reliability.

## EDUCATION

Self-Taught Professional in Communication and Writing

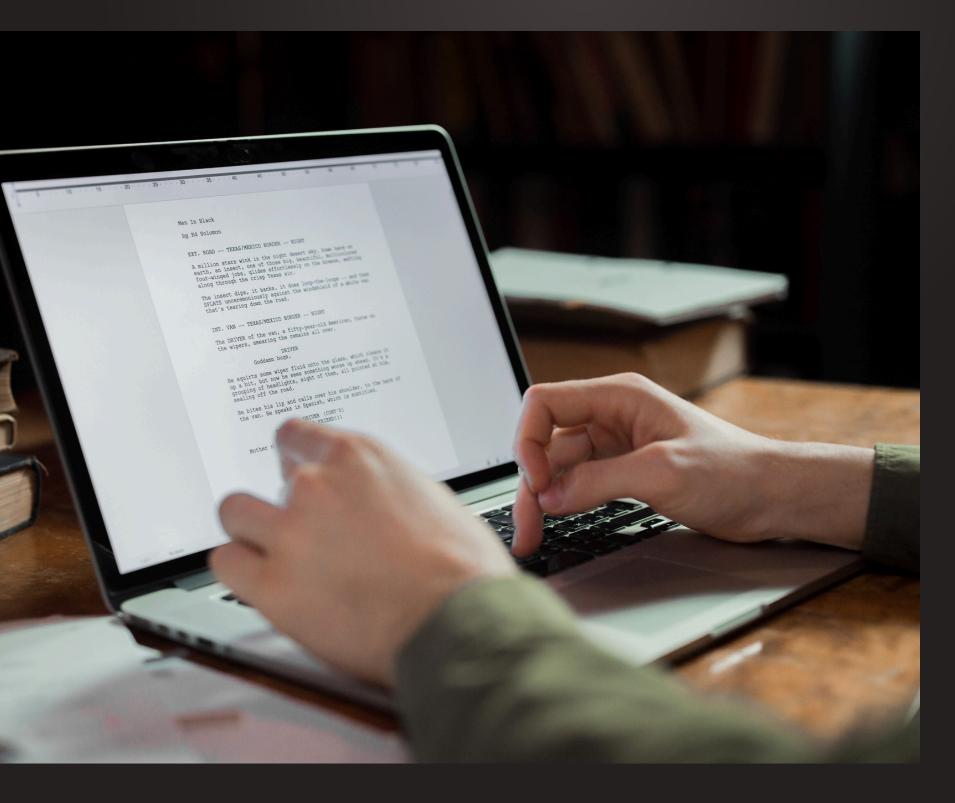
Independent Study | (2023 - Present)

#### Freelance Learning Program

Fiverr Learn & LinkedIn Learning (2024 – Present)







# WORK EXPERIENCE

Independent Freelance Communicator Remote — 2024 - Present

Freelance Content Creator Self-Employed — 2025 - Present



# MY WORK

Here are examples of my work as I sharpen my craft in transcription, editing and clear writing.



#### Audio snippet (simulated):

- -Hola, eh... sí, estaba pensando en eso que dijiste sobre organizar el día, ¿sabes?
- —Sí, claro. Para mí, levantarme temprano es clave. Si no empiezo fuerte, me pierdo.
- -Exacto. A mí me pasa lo mismo, pero, eh... a veces el móvil me distrae mucho.
- -¿Has probado dejarlo en modo avión? Yo lo hago antes de acostarme.

#### **Transcription result:**

- —Hola, sí, estaba pensando en eso que dijiste sobre organizar el día.
- —Sí, claro. Para mí, levantarme temprano es clave. Si no empiezo fuerte, me pierdo.
- -Exacto. Me pasa lo mismo, pero a veces el móvil me distrae mucho.
- -¿Has probado dejarlo en modo avión? Yo lo hago antes de acostarme.

# Transcription Sample Natural Conversational Spanish

**My Work** 

Work Experience

Education

About Me

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#### **Before (with mistakes):**

The human mind is very powerful, but it needs rest to work well. If we don't give it time to recharge, it starts to work worse and stress grows fast.

#### After (corrected):

The human mind is powerful, but it needs rest to function properly. Without time to recharge, it performs poorly and stress builds up quickly.

### Title: 3 Habits for Young People Who Want to Conquer the World

If you've got ambition but lack structure, start with these:

- 1. Plan your day the night before. Don't improvise your life.
- 2. Turn off distractions. Notifications kill your focus.
- 3. Act even when you don't feel like it.
   Motivation comes after you start.You don't need to do more you need to do better. Consistency beats distracted talent.

Proofreading Example Blog Paragraph Polishing Macro Micro Article
Productivity for Young
Minds



# THANK YOU

That's my portfolio so far.

