

**KIMBERLY R. XAVIER**  
**Candidate for TCRA President-Elect**  
Official Court Reporter  
Criminal District Court No. 3  
Dallas County, Texas

Phone: 817-729-3347 \* E-mail: [KimberlyXavierCSR@gmail.com](mailto:KimberlyXavierCSR@gmail.com) \* Web: KimberlyXavierCSR.com

**PROFESSIONAL MEMBERSHIPS**

- Texas Court Reporters Association, Professional Member since 2001
- Dallas Court Reporters Association, Professional Member since 1999
- National Court Reporters Association, Professional Member since 1994

**PROFESSIONAL CERTIFICATIONS**

- John Maxwell Team Certified Speaker, Trainer & Coach - 2017
- Certified Realtime Captioner, CRC – 2017
- Registered Diplomate Reporter, RDR – 2016
- Realtime Systems Administrator Certification - 2015
- Texas Merit Reporter, TMR – 2012
- Texas CART Provider, CART Level III – 2012
- Certified Manager of Reporting Services, CMRS – 2010
- Texas Certified Realtime Reporter, TCRR – 2009
- Certified Reporting Instructor, CRI – 2008
- Certified Realtime Reporter, CRR – 2002
- Registered Merit Reporter, RMR – 2001
- Texas Certified Shorthand Reporter, CSR – 1996
- Registered Professional Reporter, RPR – 1995

**LEADERSHIP & LEGISLATIVE TRAINING**

- 2019 NCRA Leadership & Legislative Boot Camp
- 2019 TCRA Capitol Day
- 2018 NCSA Representative for TCRA at NCRA Convention
- 2018 TCRA Legislative Academy
- 2017 TCRA Capitol Day
- 2010 TCRA Legislative Boot Camp
- TCRA Leadership Conferences – 2015, 2013, 2012, 2009, 2007, 2006, and 2005

**PROFESSIONAL LEADERSHIP POSITIONS HELD**

- Texas Court Reporters Association
  - Vice President of Public Relations, 2017-2018
  - Area Director, Seat 9, 2015-2017
  - Co-Chair, Budget Committee, 2018-2019
  - Chair, Local Associations Committee, 2018-2019
  - Chair, Membership Committee, 2014-2015, 2013-2014 & 2012-2013
  - Co-Chair, Student-F.O.R.C.E. (New Reporter) Committee, 2012-2013
  - Co-Chair, Student Committee, 2009-2010
  - Chair, Student Committee, 2007-2008

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## **PROFESSIONAL LEADERSHIP POSITIONS HELD (cont'd)**

- Dallas Court Reporters Association
  - President – 2011 & 2006
  - President-Elect – 2010 & 2005
  - Vice President – 2004
  - Treasurer – 2003
  - Historian – 2002
  - Chair, Student Committee – 2010 & 2005
  - Chair, Nominating Committee – 2012 & 2007
  - Chair, Community Relations Committee – 2004

## **PROFESSIONAL ACTIVITY & COMMITTEE SERVICE AS A LAY MEMBER**

- Texas Court Reporters Association
  - Provisional License Task Force, Convention Task Force, Budget Committee, Legislative Committee, Membership Committee, Student Committee, Officials Committee, Local Associations Committee, and F.O.R.C.E. (New Reporter) Committee
  - TCRA CE Seminar Presenter, Convention Presenter and Convention Volunteer
- Dallas Court Reporters Association
  - Member of Officials Committee, Community Relations Committee, and Student Committee
  - CE Seminar Presenter

## **CONVENTION & SEMINAR ATTENDANCE RECORD**

- All TCRA Annual Conventions since 2001, with the exception of 2009
- TCRA Regional Seminars in 2019, 2018, 2017, 2014, 2010, 2008, 2006, 2003
- NCRA Annual Convention & Expositions - 2018, 2017, 2016, 2008, 2005, 2004

## **PRESENTER OF CONTINUING EDUCATION SEMINAR HISTORY**

- 2019 TCRA CE At the Silos
- 2018 NCRA Annual Convention
- 2018 TCRA Leadership Game
- 2017 DCRA No-Frills Seminar
- 2017 DCRA May Monthly Meeting
- 2016 DCRA No-Frills Seminar
- 2016 TCRA College Station Regional Seminar
- 2016 TCRA Annual Convention
- 2014 TCRA Annual Convention
- 2013 DFW Regional Seminar
- 2009 TCRA Annual Convention
- 2008 TCRA Annual Convention

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**NOTABLE ACTIVITIES, ACHIEVEMENTS & AWARDS**

- TCRA Above & Beyond Award Recipient
  - 2016
- Dallas Bar Association Finalist for Outstanding Criminal Court Reporter
  - 2015
- TCRA Paul Burris Speed Cup Competitor Since 2003
  - 2014, 2013 & 2011 – Champion
- TCRA Realtime Contestant Since 2005
  - 2017 - Champion
  - 2014 – 2<sup>nd</sup> Place Winner
  - 2012 – 3<sup>rd</sup> Place Winner
  - 2005 – Contest Qualifier
- NCRA Shorthand Speed Contest
  - 2015 – Ranked 21st Overall in the Nation
  - 2004 – Q&A Qualifier
- NCRA Realtime Writing Contest
  - 2005 – Literary Qualifier
- Student Advocate and Mentor since 2001
  - Kim2 Possible Boot Camp for Qualified Testing Students, Winter/Spring 2016
  - Steno Champs Boot Camp for Qualified Testing Students, Summer 2016
  - Confidence Dictation Second-Voice Reader, 2015
- New Reporter Mentor and Trainer since 2004
  - Boot Camp for Court, 2004
  - Introduction to Courts Charges, 2006 - Present
- Veterans Oral History Project Participant and Organizer
  - TCRA Veterans Oral History Project Participant, 2012
  - NCRA Veterans Oral History Project Participant, 2016
  - TCRA Veterans Oral History Project Organizer, 2017
- Discover Steno A to Z Participant, Team Leader and Organizer
  - Downtown Dallas A to Z, Dallas County Community College
  - DFW A to Z, Tarrant County College (In Progress)
- Publications and Writings
  - Creator of TCRA Membership Committee Handbook
  - Creator of Court Reporting as a Curriculum (For Intro to Community Colleges)
  - Contributor to NCRA's Journal of Court Reporting
- Stenography Programs Liaison – Dallas County Community College District, 2015 - Present
  - Introduced decision makers to stenography; assisted in forming a Professional Advisory Committee, which developed program curriculum;

provided industry statistics for official program recommendation; program approval pending.

- Stenography Programs Liaison – Tarrant County College, 2019
  - Introduced decision makers to stenography; secured space for 2020 CSR Exam Prep Course and A to Z Program

### **COMMUNITY INVOLVEMENT**

- Usher Ministry - Bethlehem Baptist Church (Mansfield, Texas)
- Volunteer – Pretty Blessed Girls Mentoring Program (Fort Worth, Texas)
- Professional Advisory Committee Member – Arlington Career Institute

### **EMPLOYMENT HISTORY**

<b>2009 – Present</b>	<b>Official Court Reporter</b> Criminal District Court No. 3	<b>Dallas County, Texas</b>
<b>2007 – 2008</b>	<b>Deputy Official Court Reporter</b> Auxiliary Court No. 9	<b>Dallas County, Texas</b>
<b>2005 – 2010</b>	<b>Freelance Firm Owner</b> KX & Associates (Simultaneous with full-time courts)	<b>Dallas, Texas</b>
<b>1999 – 2006</b>	<b>Official Court Reporter</b> 363 <sup>rd</sup> Judicial District Court	<b>Dallas County, Texas</b>
<b>1998 – 1999</b>	<b>Freelance Court Reporter</b> Dickman Davenport	<b>Dallas, Texas</b>
<b>1996 – 1997</b>	<b>Freelance Court Reporter</b> Hoffman Reporting	<b>Dallas, Texas</b>
<b>1994 – 1996</b>	<b>Freelance Court Reporter</b> Jack Besoner & Associates	<b>Miami, Florida</b>
<b>1987 – 1993</b>	<b>United States Air Force</b> Material Facilities Specialist and Supervisor Honorably Discharged	<b>Texas &amp; Korea</b>