

PERSONAL INFORMATION

Family Name	KE
Given Name	Yihong
E-mail	mollyke@gmail.com
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WORKING LANGUAGES

English <> Chinese (simplify and traditional)
Italian <> Chinese (simplify and traditional)

SPECIALIZATION FIELDS

Agriculture, Arts, Automotive, Business / Commerce (General), Computers (General), Cosmetics / Beauty, Diplomas / Certificates / Etc, E-Commerce, Electronics, Engineering (General), Engineering (Industrial), Fashion / Textiles / Clothing/etc, Finance / Economics, Food / Nutrition, IT (hardware, software, app, system) Insurance, Law (Banking & Financial), Law (General), Linguistics, Management, Manuals, Manufacturing, Transportation / Shipping, Travel & Tourism, Gaming (casino)

STUDIES

Graduate program:

2000/2003 American Graduate School of Business (Switzerland)
Master in International Business Administration

University:

1997/2000 Xiamen Staff & Workers College
Accounting

1986/1989 Xiamen Lujiang Vocational University (current Xiamen University of Technology)
English/Japanese

WORKING EXPERIENCE: TRANSLATION / INTERPRETER/TOURIST GUIDE

From 1989 till today

Translation from Italian/English to Chinese

- Catalogues: academic, food and drink, cosmetic, fashion, art museum
- Software: SAP(retails and manufacture), App (for iOS, Android systems)
- Training and teaching materials
- Website: fashion company, automobile company, cosmetic, tourist website (for various Italian regions/cities), electrical company, medical center, e-commerce
- Legal documents: litigation documents, notarized documents and business contracts
- Financial documents (balance sheet), marketing (communication, advertisement, promotion fly, quits, questionnaire, presentation), business documents: business plan, proposal.
- Technical manuals: vehicle, automation machine, power tools, lighting, air conditions, plastic process, ceramic machine and electronic user's manual, programs.
- Tourist information: tourist guide, restaurant menu, hotel handbook, museum, television program
- Architecture design and projects
- Commercial labels: foods, cosmetic products, wine
- Environment protection documents
- Culture events: illustration for exhibition, fine art
- Magazine: fashion, fine art, tourist

Translation from Chinese to English/Italian

- Commercial documents
- Fashion book and journal
- User's manuals: tools, lighting, air conditions, home electrical products
- Civil documents

Interpreter English/Italian/Chinese

- Business meeting
- Training
- Tourist guide

Daily output

- Average 1500-2000sourcing words.

Skills

- **Application:** Trados 2017, Memsource, MemoQ, Microsoft Office, Open Office, Adobe Photoshop/Illustration, Internet Explorer, Mozilla Firefox
- **Operation systems:** Window XP e 7, Linux, Mac
- **Web meeting tools:** GoToWebinar, Zoom, Skype, Wechat Meeting,

Competencies

- Quick delivery without losing quality: I make sure that the translation is done correctly even if it requires a quick research regarding the most suitable term to be used.
- Flexibility: I work 7 days a week and in my opinion the client always goes first.
- Easily Reachable: E-mails will always be answered instantly, calls always come through.
- Understanding of English, Italian and Chinese at a native speaker level, therefore every translation will be professional, modern and fluent.
- No fixed rate, so the translation will always be within your budget