**Summary:**

Multilingual professional expertise covering English, Chinese, French, German and Italian; 5 years of experience in translation and proofreading; content marketing, quality control and business development experience; reliable, accurate, patient, quick learner, natural leading skills.

**Professional Experience:**

**Freelance Quality Control Executive, Maxplaster S.r.l., Mar. 2013 to Present**

Company based in San Marino supplying a range of own brand medical supplies.

* **Mediation and translation (Chinese-Italian and Italian-Chinese)** between San Marino Maxplaster S.r.l. headquarters and its suppliers in China.
* Quality control of production, overseeing the logistics process.
* Business development and purchase department facilitator.

**Marketing and Translation Supervisor, ReneSola Ltd, Dec. 2014 – Jun. 2017**

NYSE-listed global manufacturer of green energy products with offices in 20 countries. Annual revenue of USD1 billion.

* Team supervision: work process creation for design, translation and website related requests in order to achieve ideal results.
* Main point of communication for internal stakeholders to develop and update marketing and product-related projects.
* Development and supervision of marketing materials (packaging, technical documents, company magazine, company brochures, policies…).
* **Development of translation glossaries and guidelines** for company documents.
* Website and company materials content development; **translations English-German and English-Italian**.

**CEO Assistant, Fclub, Oct. 2013 – Mar. 2014**

E-commerce company based in Shanghai providing fashion branded clothing, shoes and accessories.

* Communication with Italian partners and clients to improve cooperation with the company and develop new projects. **Translations English-Italian and Italian-English**.
* Participation to events to promote the company name and search of new potential clients.

**Education:**

MA Foreign Languages (Top Honors), Faculty of “Foreign Languages and Arts”, Torino (Italy), 2014

MA Teaching Chinese as a Foreign Language, East China Normal University, Shanghai, 2014

BA Foreign Languages (Top Honors), Faculty of “Foreign Languages and Arts”, Torino (Italy), 2011

**Skills:** Proficient in MS Office, website CMS and online design tools.

*References available upon request.*