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Gary Key BA ACIL

Language Combinations	Chinese à English French à English Italian à English																								
Professional Memberships	Chartered Institute of Linguists <i>http://www.iol.org.uk</i> § Associate Member since April 2006																								
IT Skills	Trados 6.5, MS-Office 2000/XP, Publisher, Dreamweaver, FrontPage, Paintshop Pro 6, Adobe Acrobat, SDLX, ABBYY PDF Converter																								
Specializations	Marketing, Tourism, Literature and Journalism																								
Additional experience	CVs, Sport, Software, Engineering, Advertising, Art + Culture, Instruction Manuals, Telecommunications																								
Education	1993 – 1997 Salford University <i>Manchester, UK</i> BA (Hons) French and Italian § 2:1 classification, Specialization in Translation and Interpreting Studies 1991 – 1993 Bishop Vesey Grammar School <i>Birmingham, UK</i> A-Levels French (A), German (A), English (B), General Studies (A)																								
Additional Work Experience	Director of Studies Feb 2003-Sept 2005 English First <i>Shanghai, China</i> English Teacher Feb 2002 – Feb 2003 English First <i>Xi'an, China</i> English trainer Apr 2001 – Feb 2002 Le Garden Hotel <i>Xi'an, China</i>																								
Additional Qualifications	Trinity Licentiate Diploma in TEFL <i>Trinity College, London</i> Cambridge RSA CELTA in TEFL <i>International House, UK</i>																								
Languages	English Native speaker French, Italian Fluent written, advanced reading skills Chinese Intermediate spoken, advanced reading skills German Intermediate written skills																								
Throughput	Over 50,000 words per month																								
Recently Completed Projects	<table><thead><tr><th><i>Field</i></th><th><i>Subject</i></th><th><i>Languages</i></th><th><i>Word count</i></th></tr></thead><tbody><tr><td>Tourism</td><td>Franche-Comté Regional Tourist Board</td><td><i>Fr>En</i></td><td>+/- 47,300</td></tr><tr><td>Telecomm.</td><td>Xi'an Huichen Telecom</td><td><i>Ch>En</i></td><td>+/- 10,000</td></tr><tr><td>Marketing</td><td>Printer advertisements</td><td><i>Ch>En</i></td><td>+/- 4,600</td></tr><tr><td>HR docs</td><td>Interview reports</td><td><i>It>En</i></td><td>+/- 8,200</td></tr><tr><td>Tourism</td><td>Italian Tourist Board</td><td><i>It>En</i></td><td>+/- 26,000</td></tr></tbody></table>	<i>Field</i>	<i>Subject</i>	<i>Languages</i>	<i>Word count</i>	Tourism	Franche-Comté Regional Tourist Board	<i>Fr>En</i>	+/- 47,300	Telecomm.	Xi'an Huichen Telecom	<i>Ch>En</i>	+/- 10,000	Marketing	Printer advertisements	<i>Ch>En</i>	+/- 4,600	HR docs	Interview reports	<i>It>En</i>	+/- 8,200	Tourism	Italian Tourist Board	<i>It>En</i>	+/- 26,000
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HR docs	Interview reports	<i>It>En</i>	+/- 8,200																						
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References	Please contact me for references, samples and copies of my documents																								

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