

Nick Mingqing Li

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EDUCATION	Bachelor of English, College of Foreign Studies, Yanshan Uni- versity, Sep. 2003 to Jun. 2007	This degree provided a multi-disciplinary platform to combine the English language skills with business field knowledge. Courses offered in Fundamentals of Business, Economics, In- ternational Finance and Marketing.
EXPERIENCE	Personal car sharing System. (Android app and Server) Summer Code, Beijing Jiaotong University July 2014 Android Recorder App. IT Summer School (In- ternational), Beijing Jiaotong University June 2014 Administrative Manager & Legal Assistant, Lin Tang & Co. Lawyers (Australia) May 2011 to May 2013	Tester and programmer: Communicate with the Tech-Lead / de- cide test strategy / write test cases / pair-program during the de- veloping stage. <i>In this code project, I learnt software developing process, Git version control system, data transformation from Android App to server, Google App API, communication in international team.</i> UI designer: Design menus and buttons / edit background im- age in Photoshop / select readable typeface / polish the inter- face. <i>In this project, I learnt the structure of Android App, improved image editing skills, and communication skills in IT field.</i> Administrative manager: Make administrative policy and regula- tions / Office equipment maintenance / Office supplies purchas- ing / Schedule payment with cash and cheque. / Assist recruit- ment. <i>This work helps me to build the character of prudence and ear- nest.</i> Legal assistant: Initial communication with the client / Compose legal document / Communicate with Department of Immigration and Citizenship / Manage file system / Handle annual inspection of Beijing Justice Bureau. / Draft Due Diligence Report, legal advice in MA project. <i>This work helps me to form the habits of working closely, ex- pressing precisely, and keeping efficiency in high work load.</i> Learn Legal English Company Law, Con- tract Law Mar. 2010 to Apr. 2011 Specialist of Interna- tional Trade Beijing Enlink Pipeline Industrial Co., Ltd Aug. 2008 to Apr 2009
		Learn legal English with reference of the 18 books from Test of Legal English Skills. <i>Developed the ability to analyze problems and build excellent English writing skills.</i> Build and maintain good relationship with the customers. Con- firm shipping, compose contract in English. Handle L/C, B/L, Certificate of Original, Insurance Document, etc. Communicate with the government and coordinate with the suppliers. <i>The order of these customers kept increasing. No mistake oc- curred in each document. Each business was carried out smoothly.</i>

LANGUAGES
Fluent in English
French as A2 level

**COMPUTER
SKILLS**
Distributed Version
Control System – Git

Familiar with Linux
installation, admin-
istration, and
maintenance.

Competent in Office
software, Capable in
Photoshop.

CERTIFICATES
English: TEM-4
Chinese: Putonghua
2A

IT Summer School:
Outstanding
Achievement Award
third place.