

# Nick Mingqing Li (李明清)

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## Objective

To obtain a position as an *Administrative Assistant*.

## Work Experience

2011.5 – 2012.11 *Administrative Manager & Legal Assistant* Lin Tang & Co. Lawyers (Australia)

- i. Administrative manager: Office equipment maintenance / Office supply purchasing / Schedule payment to bank, postal services, and other third parties with cash and check.
- ii. Legal assistant: Initial communication with the client / Compose legal document / Prepare English documents for the client.

2010.3 – 2011.4 *Learn Legal English* Company Law, Contract Law

- Learn legal English with reference of the 18 books from Test of Legal English Skills; → Learnt the common law system, the language and basic juridical principles of law.

2008.8 – 2009.4 *Specialist of International Trade* Beijing Enlink Pipeline Industrial Co., Ltd

- Build and maintain good relationship with the customers; → The order of these customers kept increasing.
- Compose the contract and other documents in English; → No mistake occurred in each document.
- Make contact with the government and coordinate with the staffs in the company; → Make sure each business was carried out smoothly.

2008.5 – 2008.6 *Visa Service Specialist* Sirdon (Beijing) Translation Co., Ltd.

- Translated various kinds of materials that Visa required; → The Visa pass rate improved a lot.
- Made several templates for the Visa translation; → The work proficiency in our team was improved dramatically.

2007.3 – 2007.4 *Sales Representative* Tianjin Business & Commercial Co., Ltd.

- Promoted for Baidu Keywords selling; → Fulfilled the work assignment and learnt the marketing strategy.

2006.10 – 2006.10 *Interviewer* Recruitment Simulation, College of Foreign Studies

## Education

2003.9 – 2007.6 Majored in English College of Foreign Studies, Yanshan University, B.A.

## Language Proficiency

### a) English:

- i. TEM-4 Test for English Majors [Grade 4]
- ii. Capable of translation and interpretation (English ~ Chinese) Got 120/150 in translation test of Postgraduate Entrance Examination, Shanghai International Studies University; Translated various of materials for Visa requirement.
- iii. Excellent communication skills in both spoken and written English Carried out business communication with the customers from India, Dominica, Sri Lank, Greece, France, etc.

b) **French:** Read emails and search general information in French website.

c) **German:** Learn by myself since April 2012, and still in progress.

d) **Chinese:** PUTONGHUA-2A Mandarin Chinese Certificate [Grade 2A]

## Computer Skills

NCREC-3 National Computer Rank Examination Certificate [Grade 3]

Windows: Install, run, maintain the system; also familiar with Unix/Linux system;

Office: Skilfully in using Word, Excel, PowerPoint to create and edit documents;

Photoshop: Capable in picture manipulation such as cut and add text on the picture;

InDesign: Capable in document setting & formatting, Also familiar with the LaTeX system.