

# 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 Lin Tang & Co. Lawyers (Australia) | Administration Manager and legal assistant

- 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

- Tested the candidates' English proficiency; → The candidates who are fluent in both spoken and written English was picked out.
- Summarized and comment on the interview and the candidates' English; → Gave practical advice to the English study of the candidates.

## Education

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

TEM-4 Test For English Majors [Grade 4]

PUTONGHUA-2A Mandarin Chinese Certificate [Grade 2A]

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

## Language Proficiency

**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.

**Excellent communication skills in both spoken and written English** Carried out business communication with the customers from India, Dominica, Sri Lanka, Greece, France, etc.

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

## Computer Skills

**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.