

# Nick Mingqing LI

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<b>Education</b>	Bachelor of English, College of Foreign Studies, Yanshan University 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, International Finance and Marketing.
<b>Experience</b>	Administrative Manager & Legal Assistant <i>Lin Tang &amp; Co. Lawyers</i> (Australia) May. 2011 to Jun. 2014	Administrative manager: Make administrative policy and regulations / Office equipment maintenance / Office supplies purchasing / Schedule payment with cash and cheque. / Assist recruitment.  <i>This work helps me to build the character of prudence and earnest.</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, expressing precisely, and keeping efficiency in high workload.</i>
	Learn Legal English Company Law, Contract Law Mar. 2010 to Apr. 2011	Learn legal English with reference of the 18 books from <i>Test of Legal English Skills</i> .  <i>Developed the ability to analyze problems and build excellent English writing skills.</i>
	Specialist of International Trade <i>Beijing Enlink Pipeline Industrial Co., Ltd</i> Aug. 2008 to Apr. 2009	Build and maintain good relationship with the customers. Confirm shipping date, destination port, freight, insurance and payment.  <i>The order of these customers kept increasing.</i>
		Compose contract in English. Handle Letter of Credit, Bill of Lading, Certificate of Original, Insurance Document, etc.  <i>No mistake occurred in each document.</i>
	Visa Service Specialist <i>Sirdon (Beijing) Translation Co., Ltd.</i> May. 2008 to Jun. 2008	Made several templates for the Visa translation, draft English documents to be lodged to the embassy.  <i>The Visa approval rate increased a lot.</i>
		Responsible for proof reading, error correction, and the final-say for the translation team.  <i>The translation quality is guaranteed, and the customers are satisfied.</i>

## Languages

Fluent in English  
French as A2 level

## Computer skills

Competent in *Office* software; Capable in *Photoshop*; Familiar with *InDesign* typesetting software and the usage of various *fonts*.

## Certificates

English: TEM-4  
Chinese: Putonghua 2A