

Nick Mingqing Li

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EDUCATION

Bachelor of English,
College of Foreign Stud-
ies, 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, In-
ternational Finance and Marketing.

EXPERIENCE

Administrative Manager
& Legal Assistant,
Lin Tang & Co. Lawyers
(Australia)
May 2011 to May. 2013

Administrative manager:
• *Policy and regulations*: Make administrative rules and regu-
lations, supervise and evaluate its implementations. Handle
the license and certifications of the firm. Draft and archive re-
lated files, collect and classify inner office information. Man-
age important certifications.
• *Maintenance*: Install office software and troubleshoot errors
and malfunctions. Maintain daily office equipment, telephone
system, network system. Update information on the website.
• *Public campaign*: Arrange media campaign and marketing
activities.
• *Purchasing*: Purchase office supplies. Provide advice on cost
control.
• *Finance*: Manage cheque and daily cash. Confirm each ex-
penditure and make payment.
• *Human resources*: Maintain employees file, recruit new em-
ployee, and handle annual tax inspection.

*This work helps me to build the character of prudence and ear-
nest.*

Legal assistant:

• *Client*: Initial communication with the client, draft service
contract, answer questions and explain each document's
grounds and requirements. Prepare English documents as re-
quired by the law for the client and lodge application. Com-
municate with Department of Immigration and Citizenship,
Australian Embassy, and other related government depart-
ments.
• *Headquarters in Australia*: Prepare documents and locate
client's file for the solicitors in Sydney. Make first stage re-
search on Australian new policies and assist solicitors to con-
strue each policy.
• *Chinese Government*: Handle annual inspection with Beijing
Justice Bureau, and Chinese Visa for Australian principal solic-
itor.
• *File*: Regulate file operation process, make file archive in-
dex, backup electronic data on a regular basis. Require all the
solicitors follow the file management rules.
• *Third party*: Accept other business companies' delegation to
take international notarization. Assist principal solicitor to col-
lect and classify information, make new policy explanation
and public it on Tigtag website at the first time.

*This work helps me to form the habits of working closely, ex-
pressing precisely, and keeping efficiency in high work load.*

LANGUAGES

Fluent in English
French as B1 level
German as A2 level

COMPUTER SKILLS

Competent in Office
software, Capable in
Photoshop.

CERTIFICATES

English: TEM-4
Chinese: Putonghua 2A

Learn Legal English Company Law, Contract Law Mar. 2010 to Apr. 2011	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>
Specialist of International Trade Beijing Enlink Pipeline Industrial Co., Ltd Aug. 2008 to Apr 2009	Build and maintain good relationship with the customers. Communicate with the customers for shipping date, destination port, details on freight and insurance. Confirm the shipping and payment. <i>The order of these customers kept increasing.</i> Compose the contract in English. Handle Letter of Credit, Bill of Lading, Certificate of Original, Insurance Document, etc. Confirm details on Bill of Lading with shipping company. <i>No mistake occurred in each document.</i> Make contact with the government and coordinate with the suppliers. <i>Make sure each business was carried out smoothly.</i>
Visa Service Specialist Sirdon (Beijing) Translation Co., Ltd. May. 2008 to Jun 2008	Made several templates for the Visa translation, draft English documents to be lodged to the embassy. <i>The Visa pass 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>