

# Nick Mingqing Li

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## EDUCATION

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.

## EXPERIENCE

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

Administrative manager: Make administrative policy and regulations / Office equipment maintenance / Office supplies purchasing / Schedule payment with cash and cheque. / Assist recruitment.

*This work helps me to build the character of prudence and earnest.*

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.

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

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.

*Developed the ability to analyze problems and build excellent English writing skills.*

Specialist of International Trade  
Beijing Enlink Pipeline Industrial Co., Ltd  
Aug. 2008 to Apr 2009

Build and maintain good relationship with the customers. Confirm shipping date, destination port, freight, insurance and payment.

*The order of these customers kept increasing.*

Compose contract in English. Handle Letter of Credit, Bill of Lading, Certificate of Original, Insurance Document, etc.

*No mistake occurred in each document.*

Make contact with the government and coordinate with the suppliers. *Make sure each business was carried out smoothly.*

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.

*The Visa approval rate increased a lot.*

Responsible for proof reading, error correction, and the final say for the translation team.

*The translation quality is guaranteed, and the customers are satisfied.*

## 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