

Nick Mingqing Li (李明清)

1002-2, 21# Apartment, Beijing Jiaotong University, 100044
Phone Number: +86 (0)139 1163 6230 Email: nickleeh@gmail.com

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Objective

To obtain a position as an *English Assistant in Law*.

Work Experience

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 Lank, 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.