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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. | **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 |
| **EXPERIENCE** | Administrative Manager & Legal Assistant, Lin Tang & Co. Lawyers (Australia) May 2011 to May. 2013 | Administrative manager:  • *Policy and regulations*: Make administrative rules and regulations, supervise and evaluate its implementations. Handle the license and certifications of the firm. Draft and archive related files, collect and classify inner office information. Manage 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 expenditure and make payment. • *Human resources*: Maintain employees file, recruit new employee, and handle annual tax inspection.  *This work helps me to build the character of prudence and earnest.* |
| 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 required by the law for the client and lodge application. Communicate with Department of Immigration and Citizenship, Australian Embassy, and other related government departments. • *Headquarters in Australia*: Prepare documents and locate client’s file for the solicitors in Sydney. Make first stage research on Australian new policies and assist solicitors to construe each policy. • *Chinese Government*: Handle annual inspection with Beijing Justice Bureau, and Chinese Visa for Australian principal solicitor.  • *File*: Regulate file operation process, make file archive index, 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 collect 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, expressing precisely, and keeping efficiency in high work load.* |
|  | Learn Legal EnglishCompany 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. Communicate with the customers for shipping date, destination port, details on freight and insurance. Confirm the shipping and payment.  *The order of these customers kept increasing.* |  |
| 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.  *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 pass 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.* |