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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 a second foreign language; and a little German. Mother tongue: Chinese (Mandarin).  **COMPUTER SKILLS** Competent in Office software, Capable in Photoshop. |
| **EXPERIENCE** | Administrative Manager & Legal Assistant, Lin Tang & Co. Lawyers (Australia) May 2011 to Nov. 2012 | Administrative manager: Office equipment maintenance / Office supply purchasing / Schedule payment to bank, postal services, and other third parties with cash and check. |
| Legal assistant: Initial communication with the client / Compose legal document / Prepare English documents for the client. |
|  | 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: Learnt the common law system, the language and basic juridical principles of law. |  |
|  | Specialist of International Trade Beijing Enlink Pipeline Industrial Co., Ltd Aug. 2008 to Apr 2009 | 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. |
|  | Visa Service Specialist Sirdon (Beijing) Translation Co., Ltd. May. 2008 to Jun 2008 | 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. |
| **CERTIFICATES** | English:TEM-4 | Test for English Majors, Grade 4 |  |
|  | Chinese: Putonghua 2A | Mandarin Chinese Certificate, Grade 2A |  |
|  | Computer: NCREC-3 | National Computer Rank Examination Certificate, Grade 3 |  |