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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. | LANGUAGESFluent in English French as A2 level  **COMPUTER SKILLS** Competent in Office software; Capable in Photoshop; Familiar with InDesign typesetting software and the usage of various fonts.  **CERTIFICATES** English: TEM-4 Chinese: Putonghua 2A |
| **EXPERIENCE** | Administrative Manager & Legal Assistant, Lin Tang & Co. Lawyers (Australia) May 2011 to Dec. 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. / Draft Due Diligence Report, legal advice in MA project.  *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. 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.* |