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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 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 Jun. 2014 | 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 workload.* |
|  | 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.* |