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| **Nick Mingqing Li** | | 1002-2, Apartment 21,  Beijing Jiaotong University, Haidian District, Beijing, 100044 Phone: +86 (0) 186 1045 9944  Email: [nickleeh@hotmail.com](mailto:nickleeh@hotmail.com) |  |
| **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** Distributed Version Control System – Git  Familiar with Linux installation, administration, and maintenance.  Competent in Office software, Capable in Photoshop.  **CERTIFICATES** English: TEM-4 Chinese: Putonghua 2A  IT Summer School: Outstanding Achievement Award third place. |
| **EXPERIENCE** | Personal car sharing System. (Android app and Server)  Summer Code, Beijing Jiaotong University July 2014 | Tester and programmer: Communicate with the Tech-Lead / decide test strategy / write test cases / pair-program during the developing stage.  *In this code project, I learnt software developing process, Git version control system, data transformation from Android App to server, Google App API, communication in* international team. |
| Android Recorder App.  IT Summer School (International), Beijing Jiaotong University June 2014 | UI designer: Design menus and buttons / edit background image in Photoshop / select readable typeface / polish the interface.  *In this project, I learnt the structure of Android App, improved image editing skills, and communication skills in IT field.* |
| Administrative Manager & Legal Assistant,  Lin Tang & Co. Lawyers (Australia)  May 2011 to May 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, compose contract in English. Handle L/C, B/L, Certificate of Original, Insurance Document, etc. Communicate with the government and coordinate with the suppliers.  *The order of these customers kept increasing. No mistake occurred in each document. Each business was carried out smoothly.* |  |