**Nick Mingqing Li** （李明清）

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# **Objective**

To obtain a position as an *Administrative Assistant*.

# **Work Experience**

2011.5 – 2012.11 ***Administrative Manager & Legal Assistant* Lin Tang & Co. Lawyers (Australia) |**

1. Administrative manager: Office equipment maintenance / Office supply purchasing / Schedule payment to bank, postal services, and other third parties with cash and check.
2. Legal assistant: Initial communication with the client / Compose legal document / Prepare English documents for the client.

.–. *Learn Legal English* Company Law, Contract Law

* 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

* 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.

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| .–. | *Visa Service Specialist* | Sirdon (Beijing) Translation Co., Ltd. |
| * 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. | | |
| .–. | *Sales Representative* | Tianjin Business *&* Commercial Co., Ltd. |
| * Promoted for Baidu Keywords selling; → Fulfilled the work assignment and learnt the marketing strategy. | | |
| .–. | *Interviewer* | Recruitment Simulation, College of Foreign Studies |

# **Education**

.–. Majored in English College of Foreign Studies, Yanshan University, **B.A.**

# **Language Proficiency**

* 1. **English:** 
     1. - Test for English Majors [Grade ]
     2. **Capable of translation and interpretation** (English ~ Chinese) Got / in translation test of Postgraduate Entrance Examination, Shanghai International Studies University; Translated various of materials for Visa requirement.
     3. **Excellent communication skills in both spoken and written English** Carried out business communication with the customers from India, Dominica, Sri Lank, Greece, France, etc.
  2. **French:** Read emails and search general information in French website.
  3. **German:** Learn by myself since April 2012, and still in progress.
  4. **Chinese:** P- Mandarin Chinese Certificate [Grade ]

# **Computer Skills**

- National Computer Rank Examination Certificate [Grade ]

**Windows:** Install, run, maintain the system; also familiar with Unix/Linux system; **Office:** Skilfully in using Word, Excel, PowerPoint to create and edit documents; **Photoshop:** Capable in picture manipulation such as cut and add text on the picture;

**InDesign:** Capable in document setting *&* formatting, Also familiar with the LaTEX system.