

Resume

Personal Information

Name: Li Bin Sex: Male
E-mail: crowdparadise@gmail.com
Mobile Phone: +86-13795372012

Educational Background

March, 2015——

- Fudan University, Shanghai, P.R. C Law JM

September, 1996——July, 2000

- International Studies University, Nanjing, P.R. C English BA

Certificate

- TEM8;
- Certificate of English Translation (advanced level);
- Shanghai Advanced Interpretation Certificate.
- Lawyer's License

Working Experiences

April, 2014——Present

Hiways Law Firm Attorney-at-Law

Responsibility:

- Participating in business negotiations for clients, especially foreign clients;
- Drafting and reviewing legal documents, such as contracts, agreements, letters, proposals, prospectus, etc;
- Providing legal advices for clients in all aspects of businesses, including major transaction, change of equity structure, M&A, HR, franchising, IPR, etc;
- Providing comprehensive legal services to clients in special projects, including due diligence, providing legal opinion, handling all kinds of procedures with competent authorities, etc;
- Representing the clients in litigation and arbitration.

January, 2010——March, 2014

Shanghai Rolmax Law Office Attorney-at-Law

Responsibility:

- Participating in business negotiations for clients, especially foreign clients;
- Drafting and reviewing legal documents, such as contracts, agreements, letters, proposals, prospectus, etc;
- Providing legal advices for clients in all aspects of businesses, including major transaction, change of equity structure, M&A, HR, franchising, IPR, etc;
- Providing comprehensive legal services to clients in special projects, including due diligence, providing legal opinion, handling all kinds of procedures with competent authorities, etc;
- Representing the clients in litigation and arbitration.

August, 2006——January 2010

Shanghai Rolmax Law Office Legal Assistant

Responsibility:

- Assisting lawyers to meet clients, especially foreign clients;
- Making initial preparations for the projects;
- Drafting and translating legal documents, such as contracts, agreements, letters, proposals, prospectus, etc.

November, 2005——July, 2006

Shanghai Haihua Yongtai Law Firm Legal Assistant

Responsibility:

- Assisting lawyers to meet clients, especially foreign clients;
- Making initial preparations for the projects;
- Drafting and translating legal documents, such as contracts, agreements, letters, proposals, prospectus, etc

July, 2000——January, 2005

An army unit in Jinan, Shandong Province Translator

Responsibility:

Translating political and military materials

Part-time Jobs

November, 2006——June, 2007

Chinese website of Mckinsey Quarterly Translator/Proofreader

Responsibility:

Translating and proofreading articles from Mckinsey Quarterly

July, 2005

Only College Part-time Teacher

Responsibility:

- Acting as the teacher of intermediate interpretation, mainly teaching interpretation course

May, 2005

International Institute of Management Development (IMD) Part-time Interpreter
Responsibility:

- Acting as translator for EMBA students from IMD during their visit;
- Acting as interpreter for EMBA students during their visits to companies and their talks with people from various circles;
- Contacting companies to be visited for the schedules, and arranging the transportation and dinners

June, 2003——Present

Various companies Part-time Translator

Responsibility:

- Translating various materials for translation companies and other clients

Translated Documents

Contracts and Agreements:

- Frame Agreement on the Construction Of R&D Center and the implementation agreements
- CDM Emission Reductions Purchase Agreement
- Non-Disclosure Agreement
- Software License Agreement
- Server Hosting Agreement
- Franchise Agreement
- Distribution Agreement
- Agency Agreement
- Escrow Agreement
- Representation Agreement
- Purchasing Agreement/Manufacturing agreement
- Cooperation Agreement on Securities Agency
- Tenancy Agreement
- Letter of Intent
- Memorandum of Understanding

Legal instruments:

- Debenture
- Affidavit
- Performance Bond
- Report of the Receivers
- Notarial Certificate
- Licenses and certificates

- Civil Judgement
- Application for Arbitration
- Power of Attorney

Commercial documents:

- Technical Bid of Oil Field Energy Producing Project
- Preliminary Proposal of Island Special Economic Region
- Prospectus of a Chemical Company
- Prospectus of a Futures Trading Company

Financial documents:

- Audit Report
- Report on the Verification of Capital

Compliance documents:

- Customer Terms and Conditions of Barclays
- Internal Control System of Balance of Payments Report (International Transactions) of HSBC
- Pre and Post Trading Compliance Rules of Credit Suisse
- Trading Policy of Credit Suisse

HR documents:

- Employment Contract
- Employee Handbook
- HR Outsourcing Solution Proposal

Corporation documents:

- JV Contract and Articles of Association
- Investment Agreement
- Due diligence report
- Board Resolution and Board Minutes
- Resolution of Shareholder's Meeting

Other documents:

- International Cargo Transportation Manual
- Laws and Regulations of P.R.China
- Promotion materials for NTA
- Advertising pamphlets
- Medical Assessment Manual
- Articles for Chinese website of Mckinsey Quarterly

Professional Skills

Excellent English to Chinese and Chinese to English translation ability, clear enunciation and standard pronunciation, quick response, and rich experience;

Careful in work, and handling pressure and challenges well;

Proficient in computer operating, familiar with Office software, and having intimate knowledge of Internet.

Self Evaluation

I am a professional translator and interpreter in English, with many years of experience in the field of translation, especially proficient in legal and commercial translation. I am of a prudent disposition, and over 10 years of working in the law firm has left me with a rigorous working style and high sense of responsibility.