


# Huaiqing HAN

Graduate Business Analyst  
Experienced Media Coordinator

## Personal Profile

A Business Analysis Graduate with hands-on experience in Traditional and Digital Media. Having proficient Coding skills which can boost my career.

## Get in Contact

 0431382228

 <https://www.linkedin.com/in/huaiqinghan-7015/>

 huaiqinghan@gmail.com

## Technical Skills

- Web Development: HTML5, CSS, JS, AJAX, JQuery, WordPress, ReactJS, Npm(Yarn), Git
- Website Design (UI/UX)
- IT Troubleshooting
- Database language: MySQL
- Knowledge of C and C#
- ERP System Administration (SAP)

## Media and Marketing Skills

- News Writing
- Brand Copywriting
- Video Production
- Adobe Creative Cloud
- Final Cut Pro, AE, PR
- Graph Design (PS, Canva)
- Storyboard Design
- Media project management experience

## Other Skills

- The ability to analyze complex technical information
- Can analyze, design and implement database structures
- Detail oriented
- Excellent problem solver
- Professional MS Office Skill

## Education History

### Professional Year Internship Program (IT) | JAN 2021 - AUG 2021

- QIBA, Hobart Campus
- The Professional Year Program is a work readiness program designed to prepare university graduates for the professional workforce.

### MASTER OF ICT | FEB 2019 - DEC 2020

- UTAS, HOBART, TAS
- Key Achievements: High Distinction/Distinction achieved in C#, MySQL, Cybersecurity, ERP (SAP)

### MASTER OF MEDIA | FEB 2017 - DEC 2018

- RMIT, MELBOURNE, VIC
- Key Achievements: High Distinction/Distinction achieved in Advertising, Narrative

### BACHELOR OF MANAGEMENT (GOVERNMENT ADMINISTRATION) | SEP 2012 - JUNE 2016

- Tianjin University of Science and Technology, China
- High Distinction/Distinction achieved in policy analysis, Social study, Environment economy, Micro/macroeconomy.

## PROJECTS INVOLVED

### Internship Project (individual): Design & Build a website for Gerald and Rose | Oct 2021

- Objective: Front-End development for Gerald and Rose's new web site, from design to development
- Tools: NPM (Yarn), React JS, Node.js, VS Code, Git (Version Control)

### Academic Project: Build the course management system | March 2020

- Objective: Create a windows application for local school
- Tools: C#, MySQL
- Outcome: Achieved a High-Distinction

### Commercial: Promotion Video Project for '4U Hobart' | May 2021

- Objective: Create Online Promotion Video for local cloth store
- Platform: Instagram, Facebook, WeChat

### Commercial: Design Project for 'MY POT' | JULY 2021

- Objective: Create Promotion Content, including Menus, Photos, Posters and Videos for MY POT
- Platform: Instagram, Facebook, WeChat, Visual Store

## WORKING EXPERIENCE

### **Freelance Producer** | MAY 2020 - Current

- Video Making
- News analysis
- Project Management
- IT & Social Media Solution
- Website Design (WP/React)

### **Customer Service (Part-Time)** | Jazz-Ria (Melbourne) | MAR 2018 - MAY 2018 MELBOURNE, AUSTRALIA

- General Front Hall service;
- Kitchen Hand;
- Front Hall General Cleaning;
- Store Opening & Closing Preparation;

### **Journalist (Full Time)** | TEDA | SEP 2015 - OCT 2016 TIANJIN, CHINA

- Paper-based and TV News Editing
- Content Management
- Editor
- Camera Operator
- Script Design
- On-spot Interviewer
- GE (Government – Enterprise) Relationship Assistance

### **Front Hall Service (Full-Time)** | Wei-Ha Pub | MAY 2013 – DEC 2014 TIANJIN, CHINA

- General Front Hall Service;
- Front Hall & Kitchen Cleaning;
- Bartender;
- Store Opening & Closing Preparation;
- Cashier

### **IT Support** | Gerald and Rose (Sydney) | SEP 2021 - NOV 2021

- Websites (WordPress) Maintenance
- Website Development (WP, React)
- SEO & CMS Operation
- Technical Troubleshooting
- Social Media Management (Content Management)
- Data Entry & Operation

### **Customer Service (Part-Time)** | Delicious Buns (Melbourne) | JUN 2017 - AUG 2017 MELBOURNE, AUSTRALIA

- General Front Hall service;
- Kitchen Hand;
- Front Hall General Cleaning;
- Cashier;
- Store Opening & Closing Preparation;

### **Front Hall Manager (Full-Time)** | Wei-Ha Pub | DEC 2014 – AUG 2015 TIANJIN, CHINA

- General Front Hall Service;
- Front Hall & Kitchen Cleaning;
- Bartender;
- Store Opening & Closing Preparation;
- Cashier;
- Front Hall Trainer;
- Manage Roster for front hall crew

### **Customer Service -- All Rounder (Intern -> Full Time)** | Pizza Hut | JUN 2011 - MAR 2012 TIANJIN, CHINA

- General Front Hall service;
- Kitchen Hand;
- Front Hall General Cleaning;
- Cashier