

# Ziqiang Fan

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## **EDUCATION**

### **University of Illinois at Urbana-Champaign, Illinois**

*Master of Human Resources and Industrial Relations*

September 2023 – December 2024

### **Syracuse University, New York**

*Bachelor of Arts in Psychology, Minor in Japanese Literature*

September 2019 – June 2023

- Honor: Syracuse University Dean's List.

Fall and Spring Semester, 2022

## **WORK EXPERIENCE**

### **Firstseed Construction and Machinery Installation Corp, Denver, North Carolina**

January 2025 – Present

*HR Specialist*

- Provided full-spectrum HR support for Phase 1 of the GNEM electric vehicle battery manufacturing plant project (total investment: \$140M; facility size: 550,000 sq. ft.), where Firstseed served as the general contractor for construction and equipment installation.
- Led recruitment and onboarding of field workers and administrative staff, adapting to rapidly shifting labor demands in alignment with site progress and operational needs.
- Developed and maintained workforce tracking systems to monitor crew deployment, certification status, attendance, and labor phase allocation, improving scheduling and compliance.
- Consolidated payroll, travel, housing, and other labor-related expenses to build a labor cost analysis model, generating regular reports that directly informed budgeting, bidding strategies, and staffing decisions.
- Conducted market wage research and proposed compensation strategies tailored to regional benchmarks and project-specific requirements to enhance recruiting efficiency and cost control.
- Created standardized templates and visual reporting tools to support labor planning, compliance tracking (e.g., E-Verify), and monthly workforce reviews for project leadership decisions.

### **Wahool, Beijing, China**

May 2024 – June 2024

*Oversea Operating*

- TikTok Shop Promotion:
  - Collecting, communicating with, and converting leads from fashion influencers on TikTok in the United States.
- Product User Operations:
  - Daily coordination with fashion store owners, providing training, maintaining active users, and focusing on user feedback and product optimization.

### **Beijing BaFang Luda Advertising Co., Beijing, China**

*HR Intern*

May 2023 – August 2023

- Staff recruitment and selection:
  - Participate in the recruitment process, including preparation of job descriptions, interviews, and selection.
- Employee relationship management:
  - Provide employee consultation and support services.
- Human resources data analysis:
  - Collect, analyze, and interpret human resources data to support business decisions.
  - Leverage data to guide HR strategy and decision-making.
  - Ensure data accuracy and completeness.
- Cross-department collaboration:
  - Work with other departments to ensure the HR strategy is aligned with the overall business strategy.
- Employee Satisfaction and Feedback:
  - Conduct employee satisfaction surveys and analyze the results.

- Provide employee feedback mechanisms to promote communication and improvement

**Mentpeak Cas, Inc.,** Beijing, China

*Research Specialist*

May 2021 – August 2021

- Participated in the adaptive software development testing phase
  - Collected data from websites, scholarly articles, and ppt from previous research
  - Worked closely with group of four research specialists to share information and communicate actively
  - Presented weekly with all staff crew to report progress and get different ideas from others
  - Collected final information and data and summarized to complete final PowerPoint. PPT was used by company leader to present in a meeting with upper management team.
- Participated in company social media campaigns
  - Acted in promotional video for company's software
  - Helped company build and manage a TikTok account
- Assisted with other project groundwork
  - Collected and analyzed data
  - Brainstormed new ideas to help the team
  - Searched and organized relevant research literature
  - Kept track of lab reports

## **Language**

**Chinese:** Native

**English:** Professional Working Proficiency

**Japanese:** Limited Working Proficiency

## **LEADERSHIP**

**Chengdu Panda Base Summer Camp,** Chengdu, China

*Volunteer Team Leader*

June 2019 – July 2019

- Led a team of five to accomplish daily routine, including cleaning panda's habitat, preparing food, feeding, and base training course setup

**Syracuse University Chinese Basketball Team**

*Manager*

February 2020 – December 2023

- Communicated with players to schedule practices and informing players of various messages
- Scheduled games with other schools and leagues

## **AWARDS AND CERTIFICATION**

- IBM Excel Basics for Data Analysis on Coursera
- Cornell Psychology Online Course Certificate and research paper published  
(Certified by Cornell University) September 2023
- 2<sup>nd</sup> place in North East Chinese Basketball League (NECBL), 1<sup>st</sup> place in Lake Twelve district October 2023