

# 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 – July 2025

*HR Specialist*

- Provided HR support for a \$140M EV battery plant project (550,000 sq. ft.) as general contractor.
- Led recruitment and onboarding of field workers and admin staff, adapting to changing site needs.
- Built workforce tracking system for certifications, attendance, and labor allocation, improving compliance and scheduling.
- Consolidated payroll, travel, and housing data into cost models; produced Excel dashboards to guide bidding and staffing.
- Conducted wage research and proposed compensation strategies aligned with regional benchmarks.
- Created templates and reporting tools for labor planning, compliance tracking, and workforce reviews.

### Wahool, Beijing, China

May 2024 – June 2024

*Oversea Operating*

- Converted leads from U.S. TikTok influencers, coordinating with store owners to optimize products.
- Supported daily user operations through training, feedback collection, and activity tracking.

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

*HR Intern*

May 2023 – August 2023

- Assisted in recruitment process, including job descriptions, interviews, and selection.
- Provided employee consultation and managed relationships.
- Collected and analyzed HR data to support business decisions; ensured accuracy and completeness.
- Conducted satisfaction surveys and presented insights for communication and improvement.

### Mentpeak Cas, Inc., Beijing, China

*Research Specialist*

May 2021 – August 2021

- Collected and analyzed data from websites, articles, and prior research for software testing.
- Summarized findings into weekly reports and final presentations for leadership.
- Collaborated with research team of four; presented progress and exchanged feedback.

## TECHNICAL SKILLS

**Data Analysis:** Excel (Pivot Tables, Power Query), SQL, R, Python

**Visualization:** Tableau, Power BI, Excel

**AI Tools:** Generative AI tools for analytics and workflow optimization

## LANGUAGE

**Chinese:** Native

**English:** Professional Proficiency

**Japanese:** Limited Working Proficiency

## AWARDS AND CERTIFICATION

Google Data Analytics Certificate (Coursera)

August 2025

IBM Excel Basics for Data Analysis on Coursera

May 2025

Cornell Psychology Online Course Certificate and research paper published

September 2023

(Certified by Cornell University)

2<sup>nd</sup> place in North East Chinese Basketball League (NECBL) twice, 1<sup>st</sup> place in Lake Twelve district

October 2023