

Ziqiang Fan

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[LinkedIn](#) | [Portfolio](#)

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

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

- 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)
- 2nd place in North East Chinese Basketball League (NECBL), 1st place in Lake Twelve district October 2023