

# Daniel Kwan

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✉ gdkwan1

in Daniel KWAN

## JOB EXPERIENCE

### OPERATION OFFICER

[ 2018 - Present ] **DE XIN GROUP (HONG KONG) LIMITED**

- Perform timely and accurate international asset and fund transfers to designated countries for clients.
- Prepare all fee quotes and any information required by clients.
- Oversee the completion of all relevant visa and immigration documents and prompt clients to submit within the time limit set by the government.
- Handle clients' queries and find appropriate immigration solutions.

### GRAPHIC DESIGNER

[ 2017-2018 ] **ROOT PRODUCTION**

- Patient communication and poised to understand the clients' business needs.
- Designed business logos, posters and banners for online and offline use for brands and company events.
- Managed event scale productions.
- Shot company event photos with a DSLR camera.
- Understood clients' requirements then retouched with Adobe Lightroom and Photoshop.
- Produced videos from planning, shooting to publishing with Adobe Premiere Pro for brands and company events.
- Worked under pressured environments and adhered to strict timelines.
- Event management support, including online/offline promotion, AV services and managed third-party relations (PR/agencies/vendors).

### ASSISTANT PROGRAMME EXECUTIVE

[ 2016-2017 ] **HONG KONG RED CROSS**

- Organized elder-oriented health care and training programs and public events.
- Designed logos, posters, banners for event promotion.
- Processed administrative documents and managed event materials.
- Data input, storage, manipulation, interpretation and backup.
- Data analysis and visualization to measure event performance.
- Managed warehouse inventory.

### PART-TIME INTERVIEWER

[ 2014 ] **CONSUMER SEARCH GROUP LTD. HONG KONG OFFICE**

- Collected data from travelers for research purposes at Hong Kong International Airport.

## FREELANCE EXPERIENCE

### GRAPHIC DESIGNER

[ 2015 - Present ] **FREELANCE**

- Designed company logo and promotional materials for events with Adobe Illustrator.
- Worked with the creative director and copywriters throughout project period

### PHOTOGRAPHER / VIDEOGRAPHER

[ 2012 - Present ] **FREELANCE**

- Managed event scale productions.
- Shot company event photos with a DSLR camera.
- Understood clients' requirements then retouched with Adobe Lightroom and Photoshop.
- Produced a promotional video from planning, shooting to publishing with Adobe Premiere Pro.

## SKILLS

### Personal Skills :

Standard First Aid  
Driving Licence

### Languages Skills:

Cantonese (Native)  
Mandarin (Native)  
Taiwanese (Fluent)  
English (Basic)  
Japanese (Basic)

### Computer Skills :

MS Office,  
iWork,  
Final Cut Pro  
Adobe Photoshop,  
Illustrator,  
After Effect,  
Premiere Pro

## EDUCATION

Bachelor of Arts (Hons) in Marketing and Management  
[ 2015-2016 ] **UNIVERSITY OF HULL**

Higher Diploma in the Marketing and Advertising  
[ 2012-2015 ] **HKU SPACE COMMUNITY COLLEGE**

## OTHER EXPERIENCE / VOLUNTEERING

### HKFYG HONG KONG 200 LEADERSHIP PROGRAM

[ 2013 – 2014 ]

Vice President & Director of Liaison in HKFYG HK200 Association

[ 2012 – Present ]

Membership in Hong Kong 200 Leadership Program

### HONG KONG RED CROSS

[ 2015 – Present ]

Volunteer Staff, Assistant District Officer in Eastern District 2

[ 2013 – Present ]

Volunteer Leader in Hong Kong Island Division

[ 2006 – Present ]

Membership in Hong Kong Red Cross