

PERSONAL INFORMATION 个人信息:

Name **Hannah HONG, Na**

姓名 洪纳

Gender Female

性别 女

Nationality Chinese

国籍 中国

Contact **(+86) 189 1783 2257/ heypeggy@163.com**

联系方式

EDUCATION 2017 University of Hong Kong

教育程度 香港大学

Master Degree, Business Administration International

硕士, 工商管理

2015 University of British Columbia, Vancouver, Canada

英属哥伦比亚大学, 温哥华, 加拿大

Oversea Exchange, MBA Program

海外交换, 工商管理硕士项目

2007 University of Shanghai for Science and Technology, Shanghai, China

上海理工大学

Bachelor Degree, Public Administration

本科, 公共事业管理

Qualifications 上海市人才中介师

职业资质 上海市人才中介员

上海市人事上岗证

CAREER OBJECTIVE 职业发展目标

- Position in a role focusing on **RECRUITMENT** in a dynamic and innovative work environment that will utilize her knowledge and skills to achieve and exceed organizational goals

寻求**人才招聘**相关方面的工作, 并在充满活力和创新的工作环境中, 运用所学知识和技能协助企业达成或超越组织目标

SUMMARY 总结

- Able to work effectively as part of a team or a highly motivated independent who consistently aims to push revenue expectations and exceed goals.

能作为团队成员成员高效地开展工作; 亦可以作为积极性高涨的单个贡献者, 始终致力于推动达成或超越业绩目标。

- Recognized for ability to quickly establish rapport with clients, candidates, internal colleagues and vendors.

能与与客户、候选人、内部同事和供应商迅速建立融洽的联系。

- A dedicated business development executive who has proven success in achieving business goals in highly competitive markets.
一名敬业的业务拓展者，过往在竞争激烈的市场中已成功实现了业务目标。
- Broad experience and exposure in automotive, banking, education and real estate industries.
在汽车、银行、教育和房地产领域拥有丰富的经验和经验。
- Great at interpersonal communication: effective coordinator, excellent verbal and written communication skills in English and Mandarin.
良好的人际沟通能力：协调能力强，良好的中英文口头和书面沟通能力。
- Responsible for the job, strong willing to listen, learn and grow up with company.
高度的责任感，乐于倾听，愿与公司共同发展和成长
- Establish and maintain sound, lasting, working relationships with key partners and clients.
能与重要的合作伙伴和客户建立并保持良好、持久的合作关系。
- Strong networking, presentation, multi-tasking and analytical abilities.
较强的人际关系、表达能力、多任务和分析能力。

EXPERIENCE 工作经验:

01/2020

Freelancer

- Present 至今

自由职业者

Manager, Recruitment

经理，招聘

Business Development Manager, Learning & Development

业务拓展经理，培训

- Recruitment 招聘
 - Provide recruitment recommendations and talent solutions for diversified clients.
为诸多客户提供人才招聘建议和人才招聘解决方案。
 - Develop and maintain strategic long-term trusting relationships with key clients.
与关键客户建立并保持长期战略性信任关系。
 - Manage full life cycle recruiting for all open positions at all levels.
管理各类职位的招聘全流程。
 - Have a deep understanding of talent needs and develop an active candidate pipeline.
熟悉人才招聘需求和人才资源渠道。
- Learning & Development 培训
 - Operate as an ambassador and door opener for talent assessment solutions to key clients.
担任与关键客户之间的沟通大使。
 - Develop a complete understanding of key clients' needs, maintaining knowledge and awareness of competing services and overall strengths and weaknesses.
全面了解关键客户需求，保持对竞争对手的服务以及优劣势的了解。
 - Negotiate strategic purchasing contracts with key clients, by working closely with support team, preparing detailed proposals/quotes depending on each client's

requirements.

通过与团队密切合作，根据关键客户的要求，制定详细的建议/报价，并与关键客户协商战略采购合同。

- Regularly follow up with the clients regarding service quality in order to obtain feedback on their level of satisfaction and areas of sales performance improvement.
定期跟进客户，及时收集服务信息，以获得客户满意度和销售业绩提高方面的反馈。
- Maintain and expand relationships with VIP client in order to maintain and further develop the relationships with the key clients.

维护和扩展重要客户的关系，以维护和进一步发展重要客户的商务合作关系。

**07/2017
- 12/2019**

Links International 连智领域企业管理咨询（上海）有限公司

Division Manager, Property & Construction

经理，房地产

Principle Consultant, Property & Construction

资深顾问，房地产



Established in 1999 and with headquartered in Hong Kong, an industry leader in innovative, in-country human resources solutions and recruitment strategies across Asia Pacific.

成立于 1999 年，总部位于香港，在亚太区提供专业的人力资源服务。

www.linksinternational.com

Report Directly to: Associate Director, Retail and Property & Construction

汇报对象：副总监，房地产

Subordinate(s): 1 Senior Consultant, 1 Consultant and 1 intern

下属： 1 名高级顾问，1 名顾问和 1 名实习生

Reason for resignation: Family reasons

离职原因：家庭原因

- Serve as a 360-degree consultant, identify and develop client/business relationships in a competitive environment.

在竞争环境中，作为 360 度顾问，开发和管理客户/企业关系，维护良好的合作关系。

- Advise on and sell the most appropriate solution for attracting candidates and maintaining a candidate database.

充分理解雇主招聘需求，通过数据库、招聘广告、社交网络等展开人才搜寻工作。

- Do Networking proactively to build business information that can be converted into commercial opportunities.

积极建立和拓展人脉，累积商业资讯，进而增加商务拓展机会。

- Establish and maintain a good relationship with real estate related associations, especially Urban Land Institute and Corenet Global.

与各类房地产行业协会建立和保持良好的合作关系，尤其是城市土地学会和全球企业不动产协会。

- Build and lead a team to achieve sales objective by coaching, performance measurement and team building.

搭建和领导团队，通过培训、绩效考核和团队建设等继而实现个人和团队销售业绩

- Key achievements 主要业绩：

- Design Vice President 设计副总裁
- Interior Design Director 室内设计总监
- Landscaping Design Director 景观设计总监
- Urban Planning Director 城市设计总监
- Senior Architect 高级建筑设计师
- Senior Project Manager, Retail Fit-out 高级项目经理, 零售店铺装修
- Senior HR Manager 高级人事经理
- Marketing Manager, Shopping Mall 市场推广经理, 购物中心

**06/2016
- 07/2017**

Cornerstone Global Partners (CGP) 上海仕卿人力资源有限公司

Managing Consultant, Design & Property

经理, 设计及房地产

Senior Consultant, Design & Property

高级顾问, 设计及房地产



Provides multi-national clients with a range of talent acquisition and talent management solutions.

www.cgptalent.com

Report Directly to: Director, Design & Property

汇报对象: 总监, 设计及房地产

Subordinate(s): 1 Associate Consultant

下属: 1 位调研员

Reason for resignation: Career development

离职原因: 职业发展

- In charge of design & property sectors related hiring needs, including but not limited to real estate consultancies, engineering consultancies, design firms, developers and etc.

管理设计及房地产领域的人才招聘业务, 包括房地产咨询公司、工程咨询公司、设计公司、房地产开发商等。

- Extend business networking through various channels to promote company brand and boost business expansion organically.

多渠道拓展业务网络, 提升公司品牌, 推动业务健康有序地发展。

- Develop in-depth knowledge of market trends and formulate and implement business development initiatives to generate more business leads.

深入了解市场趋势, 制定并实施业务发展计划, 以促进更多商业契机。

- Provide required coaching for researchers and interns.

为调研员和实习生提供业务和技能培训。

- Key achievements 主要业绩:

- Estimating Manager (QS) 预算经理
- EHS Manager EHS 安全经理
- Logistics Manager 工程物流经理
- Procurement Manager 工程采购经理
- Plumbing Manager 水暖管道经理
- Document Control Manager 文档控制经理

- Assistant Manager, Architecture 副经理，建筑设计
- Design Director 设计总监
- Senior Project Manager (Healthcare), Architecture 高级医疗项目经理（建筑设计）
- Senior Interior Designer 高级室内设计师

07/2013

Freelancer

- 8/2015

自由职业者

Senior Recruiter

高级招聘顾问

Reason for resignation: Overseas exchange of MBA

离职原因：MBA 项目的海外交换

➤ The middle to senior positions of vacancies were placed successfully, including but not limited to

- Senior Marketing Manager, Shopping Mall 高级市场推广经理（购物中心）
- Associate Director, Marketing 市场推广副总监
- Senior Interior Designer 高级室内设计师
- Senior Lighting Designer 高级灯光设计师
- HR Manager 人事经理

07/2011

Adecco Group - Judd Farris Asia Ltd

- 07/2013

德科集团 - Judd Farris (JF)

(Rebranded Spring Asia

JF 上海办公室隶属于上海德科人才服务有限公司，后整合成为上海跃科人才服务有限公司)

Consultant, General Practice, Shanghai Office

招聘顾问，上海办公室



Established in 1998, one of the World's largest specialist real estate related recruitment consultancies with 11 offices across Australia, Singapore, HongKong SAR and China and the UK.

JF 创立于 1998 年，是世界知名专注于房地产领域的人才招聘事务所，并在全球拥有 11 个办公室，涵盖澳大利亚，新加坡、香港、上海和英国。

<http://www.juddfarris.com.hk> & <https://www.springasia.com>

Report Directly to: Managing Director, Asia

汇报对象：董事总经理，亚太区

Reason for resignation: Organizational restructuring and MBA study

离职原因：组织架构调整和 MBA 学习

➤ Involve in every stage of recruitment, including assess and respond to the needs of each particular client or assignment; source suitable candidates and brief them on the opportunities offered by the client; manage the process through interview to offer stage and beyond; offer CV; interview and general career advice and etc

工作内容涵盖人才招聘各个环节，包括向求职者提供简历、面试和职业规划等建议；寻找合适的求职者，向他们概述客户提供的求职机会；管理从面试到录用的多个阶段及后续工作，包括但不限于面试准备、薪酬谈判、候选人背景调查、离职指导和入职协助等。

- **Serve as an external business partner, provide professional recommendations based on the knowledge and market trend.**

作为外部人力资源业务合作伙伴，根据相关知识和行业趋势，有针对性地为客户提供人才招聘方面的建议。

- **Work closely with other colleagues based in HongKong and Singapore to communicate/share market information in order to strengthen core competence.**

与香港和新加坡办公室的同事密切合作，沟通和分享行业信息，以期增加核心竞争力。

- **Smoothly placed middle-senior level positions for real estate consultancies, engineering consulting firms, developers and other companies across China, especially**

先后为房地产咨询公司，工程咨询公司，开发商和其他外资企业成功招募中高级人才，尤其是

- **Project Manager, Fit-out** 项目经理，装修
- **R&A Manager, Investment** 投资研究经理
- **Senior Asset Manager** 高级资产管理经理
- **Senior Facility Manager** 高级设施管理经理
- **Facility Director, East China** 设施管理总监，华东区
- **Leasing Director** 租赁业务总监

07/2009

HSBC Bank (China) Company Limited

- 07/2011

汇丰银行（中国）有限公司上海分公司

Project Coordinator, Project Riverside

项目协调员，Riverside 项目

Administration Assistant, Administration Department

行政助理，行政部



As a subsidiary of The Hong Kong and Shanghai Banking Corporation Limited, HSBC Bank (China) was established on April 2, 2007 and is headquartered in Shanghai. With over 5,000 employees, HSBC China has one of the largest networks of any foreign bank in the country.

作为香港上海汇丰银行有限公司全资拥有的外商独资银行，汇丰银行（中国）成立于2007年，总部位于中国上海。该公司作为中国最大的外资银行，在华拥有超过5,000名员工。

www.hsbc.com.cn

Report Directly to: Manager, Admin Department

汇报对象：经理，行政部

Reason for resignation: Project completion and organizational restructuring

离职原因：项目完成及组织架构调整

Project Riverside

Riverside 项目

It was mainly to integrate the workplaces (Ciro's Plaza and HSBC Tower) into one main building

(22F-38F, HSBC Building, International Finance Center).

该项目主要整合中国总部在上海的办公场所。

- Assist Project Riverside Management Office and coordinate with external vendors (interior design, MEP, general contractor, landlord and etc) and fit-out project management team to deliver high-quality workplace.

协助 Riverside 项目管理办公室，协调外部供应商（室内设计、机电、总包和业主等）和装修项目管理团队为企业内部员工创造高品质的办公空间。

04/2008

Bó Lè Associates, Ltd 伯乐管理有限公司

-06/2009

Recruiting Specialist, Recruitment Process Outsourcing

招聘专员，招聘流程外包部

伯乐 Bó Lè Associates, Ltd.

A leading international executive search firm in Asia and the No.1 firm in China, with a well-developed network throughout Asia.

亚太地区首屈一指的中高端人才招聘公司。

www.bo-le.com

Report Directly to: Director, RPO

汇报对象：总监，招聘流程外包

Reason for resignation: Financial Crisis

离职原因：金融危机

- Participate in kick-off meetings to assist in the development of the search strategy.
参与各类项目启动会，协助制定人才搜索策略。
- Work closely with the Project Leader, develop and execute a multi-channel approach, utilise direct and indirect sourcing channels, develop talent pool, and research the best candidates in the market.
与项目负责人紧密配合，制定和执行多渠道招聘方案，充分利用直接和间接搜索渠道，开发人才库并搜寻优秀人才。
- Able to create and manage sourcing innovation through including tools such as social media, LinkedIn, market mapping, networking, managing targeted campaigns and referral programs.
通过社交媒体、领英、人才地图、人际网络，对标企业管理和推荐计划等工具，对人才搜寻进行创新。
- Assist in name generation and organization chart creation. Contribute to the long list creation by leveraging internal and external databases to provide commentary on potential candidates
收集和整理目标候选人列表和组织架构图。基于内外部数据库信息，对潜在候选人进行评价，并最终制作人选名单。
- Maintain current awareness of news and issues associated with key client engagements and market opportunities and share that information and knowledge in a timely way with peers and line manager.
实时了解客户业务相关的新闻和事件，并及时与同事和直属经理分享上述信息和知识。
- Successfully placed junior-middle level positions for Chrysler, Disney, Cummins and other clients.
服务于克莱斯勒，迪士尼，康明斯及其他外资客户，并顺利完成初级和中级职位的招聘。

**07/2007-
03/2008**

FESCO Shanghai Co., Ltd. 北京外企人力资源服务上海有限公司
(Rebranded FESCO Adecco Co., Ltd
后与德科集团合资，更名为北京外企德科人力资源服务上海有限公司)

Assistant, Account Service Department

助理，客服部



A professional and leading service provider in China that offers a wide variety of human resources solutions.

是中国专业领先的人力资源解决方案提供商。

<https://www.fesco.com.cn/>

Report Directly to: Assistant Manager, Account Service Department

汇报对象：副经理，客服部

Reason for resignation: Career Development

离职原因：职业发展

➤ **Employment Relationship Management**

员工关系管理

- Manage employee documents, particularly onboard, termination and labor contract management.
员工档案的创建与管理，尤其是入离职和劳动合同。
- In charge of employee work/residence permit management.
负责员工工作和居留许可的办理。
- Liaise with internal/external legal and compliance teams, make recommendations for employment-related disputes and human resources policies.
联络内部和外部法务和合规部，对劳动争议和人事政策提出建设性意见。
- Update and maintain data in HR related systems as required.
在人事管理系统里，更新和维护相关员工信息。

➤ **Compensation and Benefits Management**

薪酬福利管理

- Perform day-to-day operations of payroll data maintenance and process, ensure timely as well as accurate execution.
负责日常工资数据的维护和数据收集，确保及时准确发放工资。
- Arrange the payroll relevant payment, e.g. social insurance, housing fund and etc.
管理工资相关款项，例如社会保险，住房公积金等缴纳。
- Responsible for monthly Individual Income Tax and tax declaration.
负责员工的个人所得税及其申报
- Coordinate with medical insurance, health checkup and other benefits.
协调医疗保险，体检及其他福利

----- **End** -----