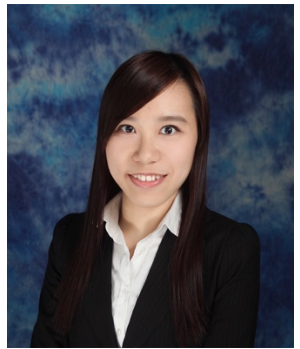


# Sau Han, Chan's Curriculum vitae

Personal details		
Name:	Sau Han, Chan (Nickname: Jane)	
E-mail address:	<a href="mailto:schan253@my.centennialcollege.ca">schan253@my.centennialcollege.ca</a>	
Phone no.:	+1 123 456 7890	
Nationality:	Hong Kong	
Employment eligibility:	Currently in Canada with a valid study permit (eligible to work while studying)	
Personal statement/ Career objective:	To obtain a challenging position in programming or other related industries in which I can utilize my programming knowledge and problem-solving skills fully	
Education		
Sept. 2022 – Present	Centennial College	
	2-year Ontario College Diploma (Program: Software Engineering Technician)	
Sept. 2011 – Jun. 2014	The University of Hong Kong (Ranks 22 <sup>nd</sup> in the QS World University Rankings 2022)	
	Bachelor of Science (Major in Risk Management - closely related to Statistics) CGPA 3.28: upper 2 <sup>nd</sup> class honors	
	Pass in University Putonghua I&II and Business Putonghua	
Sept. 2004 – Jul. 2011	Baptist Lui Ming Choi Secondary School	
Work experience		
Dec. 2020 – Jul. 2022	Shiyi Building Materials Ltd.	Sales & Marketing Manager
Job duties:	<ul style="list-style-type: none"><li>● <b>Management:</b><ul style="list-style-type: none"><li>i) Formulating policies to manage the staff and evaluate their performance(KPI)</li><li>ii) Liaising with different stakeholders in order to come out effective plans</li><li>iii) Making simple financial plans for potential cooperation opportunities</li></ul></li><li>● <b>Sales:</b><ul style="list-style-type: none"><li>i) Analyzing sales performance</li><li>ii) Setting up and implementing a new sales commission plan</li><li>iii) Managing the team to ensure their needs are fulfilled to facilitate the sales process</li></ul></li><li>● <b>Marketing:</b><ul style="list-style-type: none"><li>i) Making and carrying out marketing plans to promote brands</li><li>ii) Managing the Facebook page including content creation, Key Visuals designs, etc.</li><li>iii) Managing the website including graphic designs, Google Analytics(basic), SEO(basic)</li><li>iv) Doing market research &amp; analysis</li><li>v) Cooperating with brands and agents to increase brand awareness and boost sales</li></ul></li><li>● <b>Design:</b> Designing logos, catalogues, business cards, etc.</li></ul>	
Mar. 2017 – Oct. 2020	Sure Step Asia Pacific Limited (The exclusive distributor of 2XU, an Australian Sports brand backed by LVMH)	Marketing Manager, Assistant Marketing Manager, Marketing Executive
Job duties:	<ul style="list-style-type: none"><li>● Copywriting:<ul style="list-style-type: none"><li>i) Social Media posts</li><li>ii) Content for EDM and Campaign Webpages</li><li>iii) Content for POP displays or other advertising materials</li><li>iv) Chinese press releases &amp; Chinese translation</li><li>v) Customer Service</li></ul></li><li>● Liaising with business partners e.g. Swire to explore marketing partnership</li><li>● Networking with Event Organizers, Media, KOLs, Agencies, etc.</li><li>● SEO basics:<ul style="list-style-type: none"><li>i) Building reputable backlinks from media publications e.g. am730</li><li>ii) Creating and updating website content for campaigns</li><li>iii) Including keywords for campaign webpages</li><li>iv) Putting prominent event banners on the homepage with alt text</li></ul></li><li>● Designing promotional materials &amp; Visual merchandising for stores</li><li>● Monitoring advertising campaign &amp; sponsorship budgets</li></ul>	

	● Organizing or Sponsoring events e.g. Store grand opening, HKTDC Expo, Run Club		
Jul. 2015 – Oct. 2016	Working holiday in Australia		
Aug. 2014 – May. 2015	HSBC	Customer Care Officer	
Job duties:	● Handling premier customers' enquiries & complaints ● Providing high quality banking services to premier customers		
IT Skills & Business support skills			
Software:	Visual Studio Code, Visual Studio, Visio, Oracle SQL Developer, Eclipse, Illustrator, InDesign, Photoshop, Word, Excel, PowerPoint, SAS Enterprise Miner, AutoCAD(basic)		
Programming languages:	C#, Python, Java, JavaScript, HTML, CSS, SQL		
Language Skills			
Written:	Chinese: Good		English: Good
Spoken:	Cantonese: Native	English: Good	Mandarin: Good
Industry Knowledge & Other Skills			
Web development, General programming, Mobile apps UI/UX, Event Planning & Management, Retail Branding, Visual Merchandising, Graphic Design, Public relations, SEO & Google Analytics Basics, Social Media Marketing, Copywriting, Data Analysis, Customer Service			