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## Shaun Huo

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shuiiz.github.io/portfolio

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### Personal Strengths

- I am a very positive and motivated individual with plenty of energy to work within a fast paced dynamic environment.
  - My energy affects the team around me and this enables us to move ahead and take on new opportunities and challenges with enthusiasm.
  - I am a natural leader and enjoy working with a team to reach common goals.
  - I believe that excellent service is the key to guaranteed business tomorrow.
  - I am dependable and will never let my clients or colleagues down. I believe in building mutual trust and respect as the principal of my relationships in both my business and private life.
  - I am very results driven and hold very high expectations of myself, I always have goals set and have no reservations that I will reach them all.
  - I manage my time well within a competitive and fast paced environment.
  - My biggest driving factor is “the need to win”, I have always had the ability to plan and take the necessary steps to win (second best is not good enough). I am very competitive in everything I do in my business and private life.
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### Skills

- I have excellent communication skills, and always let people know what is going on - people can only make good decisions when they have good information.
- I listen to what clients and colleagues have to say and I am open to other people's opinions.
- I am a great “people person” able to motivate and guide them to set and achieve goals.
- Due to my background and education my computer skills are excellent.
- I have the ability to see a products potential, develop a plan, enthuse the team and convert to sales.
- My experience enables me to see the big picture and break this down to manageable tasks, delegating where required and keeping to the time frame set.
- I have the ability to manage time very well, through my previous work experience time management is very important and I always meet deadlines.

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**2007 - Present**

**PB Technologies LTD - Auckland**

**2012 - Present | Marketing Assistant Manager**

- Develop company marketing plans and individual projects such as social media marketing campaigns, NZ Herald, and SEO.
- Management of the design of the website and functionality, working with the IS team to create a link between existing accounting software, CRM and the website.
- Product management all the way from supplier/product selection at international trade shows to forecasting, pricing, marketing and sales.
- Part of the executive management team and a key contributor in the company's strategic planning on future developments.

**2010 - 2012 | Marketing Assistant**

- Market research for potential new products and current popularity of certain products.
- Advert design and product allocation, using Adobe Photoshop/Illustrator/Flash
- Revise advert marketing strategies and provide a solution for "dead stock".

**2008 - 2010 | Sales Representative (Full-Time Penrose Branch)**

- Responsible for achieving and exceeding the sales revenue targets.
- Extended knowledge of product range.
- Responsible for some staff recruitment.
- Each sales representative is in charge of their part of the showroom, making sure all stock levels are correct and tidy.

**2007 - 2008 | Sales Representative (Part-Time Uni Branch)**

- Support Sales/Customer Service Role, responsible to satisfy customers with their requests.
- Knowledge about all products that's in-stock and new stock.
- Sales business information system application.
- Time management per customer.

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## Education

OCTOBER - DECEMBER 2015

YOOBEE - Auckland

- **Front-End Web Development - Bootcamp**
  - Knowledge of coding languages such as HTML5, CSS, Javascript, JQuery
  - CRM Platforms - Wordpress
  - Understanding of UX and UI
  - How to work and split jobs between a coding team

2008 - 2012

Auckland University of Technology - Auckland

- **Bachelors in Business - Information Systems & Marketing**
  - Internal & External Information Systems
  - Utilizing Databases
  - Marketing Strategies - In depth
  - Market Penetration

JAN - AUGUST 2007

Auckland University of Technology - Auckland

- **Certificate of Graphics Design**
  - Adobe Design Suit
  - Design Mechanics
  - Marketing Strategies

2003 - 2006

Macleans College - Auckland

- Sixth Form Certificate
- University Entrance

## My Interests

- Technology is a true love, I am always tinkering with something new. I am very much an early adapter and use technology in my everyday life, I am the family support network for anything electronic.
- I am a gamer, I used to play competitive gaming in my youth. Games from Counter-Strike to World of Warcraft has all been in my “played” list, although I don’t get to spend much time gaming anymore.
- I love spending time with my close friends and family either through sports, family dinners or group outings.
- I am a car enthusiast, whenever I get free time on my hands I like to work on my cars and perfecting them to my standards. Although I never get the chance to race I would love to try one day.

## Reference

- **Paul Nicol** - *PB Technologies Marketing Manager*  
DDI: (021) 1688219 - During working hours 9am-5pm  
Email: [Paul.Nicol@pbtech.co.nz](mailto:Paul.Nicol@pbtech.co.nz)
- **Patrick Pan** - *PB Technologies Penrose Branch Manager*  
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