

Haowen Jiang

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Toronto, Canada | Open to relocation to Shanghai

Chinese (Native) | English (Near-native / Professional Fluency)
French (Basic) | Japanese (Basic)



PROFILE

Internationally educated professional with cross-cultural experience across Canada, the UK, and China. I bring deep expertise in website maintenance, SEO, marketing collateral, video production, client communication, and digital marketing.

I communicate in nearly native-level English and have seven years of overseas study and work experience conducted primarily in English-speaking or English-based environments.

Proven ability to support international business operations, strengthen client relationships, and deliver impactful marketing solutions. Well-suited for roles in international business support, client operations, digital marketing, and bilingual communication.

LANGUAGE ADVANTAGE

Near-native English communication enables clear, confident, and culturally nuanced engagement with global clients and partners.

PROFESSIONAL EXPERIENCE

- RE/MAX Realtron Realty Inc.** Mar 2025 – Present
Real Estate Assistant | Digital Marketing & Client Operations
RE/MAX Realtron Realty Inc. is one of North America's largest real estate brands. In this role, I support English-based client communication and cross-cultural engagement while executing digital marketing and operational functions.
 - Provide digital marketing and client operations support for agents within RE/MAX, one of North America's leading real estate brands.
 - Build, update, and maintain company and agent websites; execute SEO optimization to enhance visibility and lead generation.
 - Create brochures, feature sheets, and listing presentations; conduct market analysis and produce engaging content for residential listings and pre-construction projects.
 - Assist with property video production from planning to editing to support high-quality client presentations.
 - Coordinate agent schedules, client meetings, follow-ups, and feedback collection while supporting social media outreach and open houses.
- Bay Street Integrity Realty Inc.** Jan 2023 – Mar 2025
Real Estate Assistant
 - Provided administrative and operational support, including office coordination, document organization, and basic financial record management.
 - Responded to client inquiries and follow-ups promptly to enhance service experience and satisfaction.
 - Designed listing posters, brochures, and promotional content using graphic design skills.
 - Supported promotional video production, including pre-production coordination, shoot assistance, and post-production editing.
- Xihe Culture Media Co., Ltd.** Jun 2020 – Oct 2021
Photographer & Video Editor
 - Edited TV and commercial video content to improve storytelling, pacing, and final visual quality.
 - Handled post-production tasks including editing, color correction, and audio processing.
 - Collaborated with the production team to ensure timely delivery and consistent quality standards.

EDUCATION

- Seneca College, Canada**
Ontario College Graduate Certificate,
Social Media Innovation
Sep 2022 – Apr 2023
- Conestoga College, Canada**
Ontario College Graduate Certificate,
Broadcasting Performance and Digital Media
Jan 2022 – Aug 2022
- Bournemouth University, UK**
Master's Degree,
Post Production Editing
Sep 2018 – Nov 2019
- Bournemouth University, UK**
Pre-Master,
Media and Communication
Sep 2017 – Jun 2018
- Changzhou Light Industry Institute, China**
College Diploma,
LED Technology
Sep 2013 – Jun 2016

KEY STRENGTHS

- Near-native English Communication
- Cross-cultural Communication
- International Business Support
- Client Operations & Follow-up
- Website Maintenance
- SEO Optimization
- Digital Marketing
- Marketing Collateral Design
- Video Production & Editing
- Social Media Support
- Copywriting & Translation
- AI-assisted Workflow

TECHNICAL SKILLS

Design & Creative	Adobe Photoshop, Illustrator, Premiere Pro, After Effects, Lightroom, Audition, DaVinci Resolve
Web & Marketing	Website Maintenance, SEO, Digital Marketing, Social Media Operations
Productivity	Microsoft Office (Word, Excel, PowerPoint), AI Tools (e.g., ChatGPT)
AI & Automation	ChatGPT, ChatGPT Work, vibe coding, AI-assisted research, multi-AI workflow coordination, office automation, document analysis, copywriting, translation & localization.

ADDITIONAL INFORMATION

- Interests** 9 years of Brazilian Jiu-Jitsu experience, Judo, Wrestling, Muay Thai, and Piano.
- Work Style** Detail-oriented, proactive, adaptable, and collaborative
- Availability** Open to relocation to Shanghai and other opportunities