

## Scarlett Hao

Administration Manager

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Scarlett Hao, the Administration Manager of Chang Tsi & Partners, is in charge of the comprehensive management of general administration, media promotion and notarization in the firm.

Before joining Chang Tsi & Partners, Scarlett worked for Beijing Yanjing Brewery Co., Ltd. for twelve years, whose main work there included production data statistics and performance appraisal, certification and maintenance of various management systems, preparation and publicity of the company's honors and awards. She was also awarded "Outstanding Employees", "Excellent Management Staff" and other honorary titles by her former employer. The materials prepared and drafted by Scarlett have helped Beijing Yanjing Brewery Co., Ltd. to win the first prize of Beijing Municipal Enterprise Management Innovation Achievements for consecutive years, as well as many other awards at the national and governmental levels.

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### \* Job Description

- administration management, media promotion, notarization, etc.

### \* Years` Experience

**15**

### \* Work Experience

- Administration Manager, Chang Tsi & Partners (2018-)
- Deputy Director of Enterprise Management Office, Beijing Yanjing Brewery Co., Ltd. (2006-2018)

### \* Education

- Master of Science in Management Science and Engineering ( Strategic Management ) , Beijing University of Technology (2006)
- Bachelor of Management in Business Administration ( Marketing Management ) , Inner Mongolia University of Technology ( 2002 )

### \* Selected Honors

- winning the Gold Medal for College Students Entrepreneurship Competition held by Beijing University of Technology and Beijing University of Posts and Telecommunications; winning the Second Prize in the Beijing College Students Entrepreneurship Competition; and representing China to attend the Exhibition of Innovation Achievements by College Students from China, Japan and South Korea, during her postgraduate period;
- preparing a great number of materials for awards at the national and governmental levels and winning them;
- winning the First Prize of Beijing Municipal Enterprise Management Innovation Achievement for many

times.

\* Working Language

- Chinese
- English