
LOUISE HAN



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OBJECTIVE

Writing website and social media content for businesses

SKILLS

Technical Writing
Creative Writing
Editing
Writing for social media
Copy Editing
Journalism
Web Content creation
Proofreading
Writing Feature Articles

EXPERIENCE

PROJECT OFFICER - JWA

2011 - present

Supporting our growing family business which manufactures furniture in Asia and distributes it across Australia. My role includes writing product descriptions, assembly instructions, writing content for our website.

RECRUITMENT OFFICER – BRISBANE CITY COUNCIL

2008 - 2011

My role was to write job advertisements, selection criteria and conduct referee checks.

EDUCATION

BACHELOR OF PROFESSIONAL WRITING AND PUBLISHING

Curtin University – through Open University Australia

Completed a degree in Professional Writing and Publishing, with elective subjects in Mandarin, Web Design and Art History.

Received two Commendations from the University for outstanding results.

I completed my degree whilst supporting our family business and raising three children, demonstrating my exceptional organisational and time management skills.

OTHER QUALIFICATIONS

Diploma in Marketing Management through Boland College Stellenbosch

TESOL - teaching English as a second language (Global TESOL college, Canada)

Certificate III in Employment Services (Duality training)

Certificate IV in Training and Assessment (Southbank TAFE)