# Haolei Guo

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## EDUCATION

**New York University**                                                                                              **New York, NY**
*M.A. in Industrial/Organizational Psychology*                                                          *09/2021-05/2023*
- **Academic Projects**:Needs Assessment, Selection & Validation, Machine Learning, Python, job analysis (GPA3.9/4)
- **Work Authorization:** Currently on F1-OPT eligible for STEM extension (34 months left)

## WORK EXPERIENCE

**Washington Square Management Consulting**                                                   **New York, NY**
*Management Consultant*                                                                                       *11/2022-Present*
- Contributed to the establishment of client company's membership plan by conducting extensive **desk research** and demonstrating adept **project management** skills.
- Presented a comprehensive **membership proposal** that precisely addressed the unique needs and requirements of clients.
- Developed a **member engagement survey** for members with over 1-year tenure.

**Vee Ventures**                                                                                                          **New York, NY**
*People Scientist (Talent Acquisition/Organizational Development/Selection & Assessment) Intern*           *01/2023-Present*
- Coordinated **Greenhouse ATS/Microsoft Sharepoint** to facilitate efficient candidate sourcing and management for a talent acquisition strategy.
- Conducted **structured/technical interviews** with dozens of candidates, covering various positions such as DevOps Engineer, Project Management, Data Scientist, Azure Support Engineer, and more.
- Underwent training in **job analysis** procedures and actively contributed to job analysis efforts for the Senior Design Recruiter role.
- Developed an organizational **code of conduct** to enhance **employee engagement** within a remote work environment.

**Neoworld.Cloud**                                                                                                    **Beijing, Remote**
*Organizational Development Consultant*                                                                    *07/2023-10/2023*
- Led **end-to-end recruitment process** and established streamlined workflows and standard operating procedures (SOPs).
- Designing and implementing **change management strategies** focused on addressing **diversity, equity, and inclusion (DEI)** as well as enhancing team dynamics and collaboration during the merger of Chinese and U.S. teams.
- Established a **comprehensive buddy program** to elevate the **onboarding experience** for employees.
- Developed a **360-degree feedback** system to enhance the **talent development** process.

**Future Fintech Labs**                                                                                              **New York, NY**
*HR Analyst Intern*                                                                                                   *09/2022-12/2022*
- Conducted regular **OKR (Objectives and Key Results)** checkpoints with marketing, product, engineering, and compliance teams to ensure progress tracking and alignment.
- Designed and delivered **training sessions** on OKR implementation to enhance employees' understanding and utilization.
- Ensured strict adherence to applicable laws and regulations by efficiently managing **employee paperwork** and documentation utilizing **ADP Workforce.**
- Collaborated closely with the Compliance team to develop a robust KYC/AML test utilizing **Qualtrics**.
- Developed a standardized job titling and structuring framework for internal consulting purposes through **comprehensive benchmark analysis**.

**New York University (NYU)**                                                                             **New York, NY**
*Data Manager/Graduate Research Assistant*                                                         *02/2023-05/2023*
- Led data cleaning and analysis using **Excel and R** statistical language for a quantitative survey report in a geriatric care program at NYU Rory Meyers College of Nursing.
- Utilized analytical skills to extract valuable insights and present **descriptive statistics from survey results**.

**New Oriental Education & Technology Group**                                                 **Beijing, China**
*Human Resources Business Partner Intern*                                                            *09/2020-12/2020*
- Managed the **entire recruitment lifecycle** for a diverse pool of over 200 candidates, focusing on **candidate personas and recruitment SOP** enhancement.
- Demonstrated strong **data analysis/visualization** skills by presenting weekly graphs and tables using Excel and PowerPoint, showcasing key human resources insights.

## SKILL

- **Software:** Qualtrics, R, Python, Tableau, Microsoft Office, SPSS, Microsoft Office Suite, Greenhouse ATS, ADP Workforce, LinkedIn Recruiting