

Anthony Chang

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EDUCATION

University of Southern California (3.94 GPA), June 2024

Cognitive Science - B.A., Minor in Communications & East Asian Studies

Honors: Phi Beta Kappa; Trojans Guardian Scholar; USC QuestBridge Scholar; Dean's List (Fall 2020-)

Relevant Coursework: Intercultural Comm, Business & Professional Comm, Developmental Psych, Learning & Memory

EMPLOYMENT EXPERIENCE

Anschutz Entertainment Group, Talent Acquisition Intern

June. 2024 – Aug. 2024

- Supported the hiring process by sourcing resumes, aligning them with job descriptions, and utilizing Greenhouse ATS to schedule interviews, optimizing recruitment workflows.
- Led three intern projects on innovative social media recruitment strategies, facilitating a discussion on managing generational dynamics in the workplace, and improving efficiency with onboarding processes for future interns.
- Conducted research on prominent leaders in the sports industry, developing a name generator tool to identify potential candidates for director-level positions.

RPA Advertising, People Team Intern

Jan. 2024 – May. 2024

- Executed focused research for leadership development used by the HR team to enhance performance management, leadership behaviors, and develop related workshop materials.
- To support change management, researched industry methods for successful transition into the workplace by developing interactivities for employee connectivity and relationship development.
- Supported onboarding function through administrative duties including system tasks using Greenhouse Onboarding and eVerify (background checks) and developed a comprehensive onboarding checklist through researching best practices.
- Assisted with onboarding 30 new hires by collecting necessary HR paperwork during orientations and other logistics.
- Managed the record for employee onboarding and exit data to ensure accuracy and secure storage of personal information.

USC Dwork-Peck School of Social Work, IT Assistant

Feb. 2023 – Dec. 2023

- Diagnosed and troubleshoot problems on Apple and Windows Systems to ensure efficient computer operations for users and resolve technical issues related to Zoom, Adobe Software Suite, and Office 365.
- Provided ongoing technical support for a variety of IT equipment, including PCs, laptops, printers, mobile devices, and projectors, ensuring all staff have reliable technology to carry out their work effectively.

Theatre Of Hearts/Youth First, Media / Program Summer Intern

Jun. 2023 – Aug. 2023

- Implemented and managed Artist-in-Residence programs, connecting artists with local schools and community sites.
- Enhanced the organization's online presence, maintaining website content and social media platforms, leading to a 10% increase in engagement and outreach to new donors and stakeholders.
- Efficiently oversaw daily office administration, including email correspondence, vendor thank-you letters, check preparation, phone call management, survey data input, and ensuring seamless day-to-day operations.

STUDENT LEADERSHIP

USC Omega Psi: Cognitive Science Honors Society, President & Director of Finance

Jan. 2021- Feb. 2023

- Organized group meetings and events for Cognitive Science majors, managed a 120+ member online community with strategic communication and networking initiatives, and supervised a \$3000 budget for seamless execution of club activities and events.

The Gak House, Human Relations Officer

Aug. 2021 – Jan. 2022

- Led conflict resolution and fostered a safe living environment for a 15-person student house, enhancing community relations.
- Orchestrated onboarding, recruitment, and interviews to establish a harmonious living community.

Alpha Omega, President

Aug. 2021 – Jun. 2024

- Managed and empowered a vibrant campus ministry of 15 students, orchestrating impactful Bible talks, engaging icebreakers & events, provided transposition, and fundraised for transformative spiritual retreats to strengthen the faith and unity of all members.

SKILLS

Technology: Microsoft Office (Word, Excel, PowerPoint), Zoom, Adobe Software Suite.

Languages: Cantonese (Taishanese), Mandarin.

Social Media Expertise: Facebook, LinkedIn, Instagram, Twitter, YouTube, Canva, Constant Contact.