VICTORIA D. LAI

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EDUCATION

University of California, Irvine

B.S. Informatics, June 2018

Specialization:

Human-Computer Interaction

GPA: 3.45

Relevant Coursework: Information Retrieval, Data Management, Requirements Analysis & Engineering, Computer Supported Cooperative Work, Information Visualization

TECHNICAL SKILLS

Software: Microsoft Office, Adobe Acrobat

Programming Languages: <u>SQL</u>, <u>Python</u>, <u>Java</u>, <u>C++</u>, <u>HTML/CSS</u>, <u>D3.js</u>, <u>C</u>

EXPERIENCE

LEVEL 3 OPERATIONS | UCI Student Center & Event Services

Irvine, CA

Sept 2015 - Present

- Collaborate with a 4-member team of student and full time staff to pioneer and facilitate a comprehensive program to educate employees on audiovisual equipment, proper usage, troubleshooting, and customer service
- Manage student center operations employees as a crew leader to ensure for the smooth operations of daily tasks and conference room setups
- Work directly with clients as an event lead and AV tech to ensure the success of the clients' programs

DISTRICT GOVERNOR | California-Nevada-Hawaii Key Club

Rancho Cucamonga, CA

April 2013 - April 2014

- Oversaw the overall function and wellbeing of 44,000+ high school members across California, Nevada, and Hawaii (CNH) and served as the International Elections Chair
- Trained 89 lieutenant governors and committee members by hosting leadership training conferences and workshops; providing newsletters, email, and phone correspondence; and serving as a mentor
- Established positive public relations on the International level by serving as a member of the International council and the International Elections Chair
- Represented the CNH Key Club District at various conventions and conferences by providing workshops, Key Note seminars, and expo booths
- Strategized a campaign to raise funds and awareness for maternal neonatal tetanus, increasing total funds raised per member by 50%
- Coordinated two district-wide fundraisers that brought 3,000+ members together to raise over \$173,357 (over a 25% overall increase from the previous year) for the Pediatric Trauma Program
- Established challenging SMART goals to encourage organization's commitment to service and successfully increased total district service hours by 50% (1,200,000 service hours)