

Larry Tsao

Riverside, CA | (949) 247-9766 | larrytsao.me | email.larrytsao@gmail.com

EDUCATION

University of California, Riverside

Riverside, CA

Sociology, B.A. / GPA: 3.30

Graduation Date: June 2024

- **Coursework:** Intro to Computing (Web Design/MS Office), Effective Use of the World Wide Web (Web Design/Internet), Social Problems, Theoretical Perspectives in Sociology

IT Support Professional Certificate

Remote

Google (via Coursera)

Anticipated Completion: August 2022

- **Coursework:** Technical Support Fundamentals, Computer Networking, Operating Systems, System Administration and IT Infrastructure Services, IT Security

WORK EXPERIENCE

Financial Administrative Services Team (FAST - UC Riverside)

Riverside, CA

Human Resources Administrative Assistant

Dec. 2021 – Present

- Develop an electronic personnel file project with 3 others by managing a campus-wide database for hundreds of personnel files (onboarding packets, etc.) for 15+ departments to increase the convenience.
- Complete Workfront requests like terminations, etc. from 15+ UCR departments regarding personnel hires, terminations, and short work breaks by moving files to keep an up-to-date database on all details.
- Recruit 2 potential student workers for admin assistant roles that fit the department's needs of replacing current students on task-related support by serving on the search committee to fulfill job openings.
- Prepare recruitment materials like interview packets, scheduling blocks, etc. with Outlook, Excel, and Teams and schedule date/times for 3 new hire interviews to ensure the hiring process goes more smoothly.
- Deliver onboarding documents, confidentiality agreements, etc. with Docusign to 4 employees in 15+ departments leading to completed incoming employee onboarding packets when hired.
- Learn the process behind creating an Excel dashboard for staff easy access to statistics showing departmental requisitions, length of time to hire, etc. to help the HR department seamlessly view insights.

Stream of Praise Music Ministries (major Christian Mandarin-Chinese praise & worship group)

Tustin, CA

Freelance Show Lighting Designer

Dec. 2019 – Present

- Design 12+ productions with 50+ people creating a desirable atmosphere and look necessary for worship through programming on an intelligent lighting console.
- Collaborate with senior leaders to create the production strategy on conceptualization, design, and modification of the stage and lights for 20+ live and taped worship sessions leading to 500K views.
- Orchestrate the maintenance and troubleshooting of moving 30+ light fixtures during all stages of production to keep the number of issues at 1 or less through regular testing and rehearsal sessions.

Administrative Intern

Dec. 2019 – Mar. 2020

- Support the integration of Chinese to English translations across 50+ web pages on WordPress for foreign visitors, boosting traffic and sales by \$20K over 3 months in 5 foreign countries.
- Scan 3 boxes of financial records, copyright approvals, etc. to convert into 100+ PDFs for digital categorization leading to easier access, increased office space, and improved data security.
- Periodically take merchandise inventory (albums, apparel, etc.) to keep track of revenue and identify missing products through reconciling 2 discrepancies in inventory movement with quality assurance.
- Transfer 12 groups of email addresses from MailChimp to Sendinblue for ~2 weeks leading to a better fit through better value, ease-of-use, and more features for 6 senior leaders.
- Migrate the entire discography of 30+ albums on 2+ digital streaming platforms (Apple Music, Spotify, etc.) from one digital distribution service to another to drive easier accessibility and better profit margins.

SKILLS & INTERESTS

Skills: Mandarin (Proficient), Microsoft Office, Zoom, Web Design (HTML/CSS, WordPress), Graphic Design (Photoshop, Illustrator, InDesign), Stage Design and Lighting, Show Lighting, Video Editing (Premiere Pro), Operating Systems (Windows, Mac), Email Marketing Services (MailChimp, Sendinblue), Human Resources, Stakeholder Management, Project Management, Recruiting Coordination, HR Operations, People Operations

Interests: Graphic Design, Video Editing, Show Lighting Design, tinkering with various bits of tech