

Larry Tsao

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EDUCATION

University of California, Riverside

Riverside, CA

Sociology, B.A.

Graduation Date: June 2024

- Coursework: Intro to Computing (Web Design/MS Office), Effective Use of the World Wide Web (Web Design/Internet), Comparative Politics, Social Problems

IT Support Professional Certificate

Remote

Google via Coursera

In Progress

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

WORK EXPERIENCE

Stream of Praise Music Ministries – Major Christian Mandarin-Chinese praise & worship group

Tustin, CA

Administrative Intern, Lighting Director

Dec. 2019 – Present

Stage Design and Lighting

- Direct 8 productions with ~25 people each by creating a desirable atmosphere and look necessary for worship through programming on an intelligent lighting console reaching an attendance of ~50 people
- Collaborate with 6 senior leaders to create the production strategy on conceptualization, design, and modification of the stage and lights for 12+ live and taped worship sessions leading to >300K views
- Assist with the maintenance and troubleshooting of moving 30+ light fixtures during all stages of production to keep the number of issues at 1 or less

(NOTE: I assist various productions as lighting director as they arise, I do not work full or part time here)

Office Administration

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 data security
- Periodically take inventory of merchandise (albums, apparel, etc.) to keep track of revenue and identify missing products through reconciling 2 discrepancies in inventory movement
- 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 entire discography of 30+ albums on 2+ digital music streaming platforms (Apple Music, Spotify, etc.) from one digital distribution service (Catapult Distribution) to another (BelieveBackstage), resulting in easier accessibility and better profit margins

LEADERSHIP EXPERIENCE

Youth in Action (YIA) – Program to provide middle/high school students leadership opportunities

Irvine, CA

Student Leader

2015 – 2019

- Distinctions: President's Volunteer Service Award (100+ Service Hours), Special Merit Award
- Led 12+ community service projects with 4-7 other student leaders to facilitate teamwork among students
- Raised \$600 through a garage sale to purchase school supplies and living necessities for 75% of the kids in an orphanage at Mexico and delivered the goods in-person
- Distributed food, clothing, and furniture to 2000+ low-income individuals and families in Southern California each month through *Feed the Hungry*, a program hosted by Qoheleth Ministries
- Served at 2-3 food pantries/banks in the Orange County area to help feed 500K+ needy people monthly

SKILLS & INTERESTS

Skills: Mandarin (Proficient), Microsoft Office, Zoom, Web Design (HTML/CSS and WordPress), Graphic Design (Photoshop, Illustrator, InDesign), Stage Design and Lighting, Show Lighting, Video Editing (Premiere Pro), Operating Systems (Linux, Windows, Mac), Email Marketing Services (MailChimp/Sendinblue),

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