

Larry Tsao

Riverside, CA | (949) 247-9766 | larrytsao6@gmail.com | larrytsao.me (Website) | [LinkedIn](#)

EDUCATION

University of California, Riverside
Sociology, B.A.

Riverside, CA
June 2024

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 partners by managing a campus-wide database for hundreds of personnel files (onboarding packets, etc.) for 15+ departments to build a scalable solution.
- Complete 200+ Workfront requests (onboarding, terminations, etc.) for 15+ UCR departments regarding personnel hires and talent acquisition in order to maintain a database updated on all personnel details.
- Deliver onboarding documents, confidentiality agreements, etc. with DocuSign to 120+ employees in 15+ departments to strategically drive faster ways to finish incoming employee onboarding packets upon hire.
- Support the recruitment & selection process by performing data entry, preparing interview materials, and scheduling meetings/interviews with Outlook, Excel, and Teams to ensure a smooth hiring process.
- Participate in recruiting 2+ HR student assistants by pre-screening 200+ applications and shortlisting applicants for upper management to review by focusing on students with office admin experience.
- Redesign an interview packet by streamlining the packet's visual redesign, adding/removing 3 modules, etc. through working with 4 senior staff to process-improve recruitment interviews.
- Shadow the process of creating an Excel dashboard for senior management to quickly access key statistics showing departmental requisitions, length of time to hire, etc. to determine additional support areas.

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 to create a desirable atmosphere and look necessary for contemporary worship by programming on an intelligent lighting console.
- Collaborate with 7 senior leaders to execute the production strategy of heartfelt, genuine worship through stage/light conceptualization, design, and modification for 20+ live/taped event sessions driving 1M views.
- Orchestrate the maintenance and troubleshooting of moving 30+ light fixtures during all production stages to only have <1 issue at all times by performing regular testing at rehearsal sessions.

Administrative Intern

Dec. 2019 – Mar. 2020

- Supported the integration of Chinese to English translations across 50+ web pages on WordPress for foreign visitors to boost traffic and sales by \$20K over 3 months in 5 foreign countries.
- Scanned 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 took merchandise inventory (albums, apparel, etc.) to track revenue and identify missing products by reconciling 2 discrepancies in inventory movement using a quality assurance mechanism.
- Transferred 12 groups of email addresses from MailChimp to Sendinblue in ~2 weeks to improve email marketing allowing 7 senior leaders to view enhanced statistics and send more detailed emails.
- Migrated the entire discography of 30+ albums on Apple Music and Spotify from one digital distribution service to another to drive easier accessibility and better profit margins.

SKILLS & INTERESTS

Functional Skills: Mandarin, Human Resources, Recruiting Coordination, Onboarding, Cross-Functional Collaboration, HR Strategy, HR Information Systems, HR Operations, People Operations, Leadership, Teamwork, Data Analytics

Technical Skills: Microsoft Office (Word, Powerpoint, Excel, Sharepoint, Outlook, Teams), Email Marketing Services (MailChimp, Sendinblue), Zoom, Graphic Design (Canva, Photoshop, Illustrator, InDesign), Video Editing (Premiere Pro), Web Design (HTML/CSS, WordPress),

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