

Larry Tsao

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EDUCATION

University of California, Riverside
Sociology, B.A.

Riverside, CA
Graduation Date: June 2024

WORK EXPERIENCE

University of California, Riverside
HR Operations Assistant

Riverside, CA
Dec 2021 – Present

Strategic Planning & Program Management

- Complete 200+ Workfront requests from managers in 15+ departments by running 50+ projects on uploading personnel files & creating communication channels to allow managers to redirect 20% of their time on critical work.
- Finish incoming packets 20% faster by creating a strategy revolving around improving ways of extracting data while delivering documents, agreements, etc. with DocuSign for 120+ employees in 15+ departments more quickly.
- Recruit 2+ HR student assistants by pre-screening 200+ applications and shortlisting applicants for leadership to review by following a rubric on matching a candidate's experience with what leaders wanted in a hire.
- Spearhead an electronic personnel file project with 3 HR supervisors for 15+ departments by transforming ways personnel files for all employees are being uploaded to make the database more accurate & organized.
- Streamline hiring procedures by presenting a recommendation for 3+ leaders on revamping the recruitment process by analyzing customer feedback, eliminating procedural inefficiencies, and preparing materials.

Insights & Analytics

- Guide senior management in accessing 2+ key statistics showing department requisitions, length of time to hire, etc. by supporting the creation of an Excel dashboard with graphs/charts to help drive the department's strategic plan.
- Develop a customized Power Automate flow to automate communications for 50+ new employees by linking dynamic data integrations from the team's roster with Excel extensions to streamline the onboarding process.
- Revamp interview packets by redesigning the visuals in Excel and removing 5+ modules by deprioritizing phased-out features with 4 senior staff members to standardize & simplify the feedback submission process.

Stream of Praise Music Ministries (*major Christian Mandarin-Chinese praise & worship group*)
Lighting Designer (Volunteer) & Administrative Intern

Tustin, CA
Dec 2019 – Present

- Execute 8+ innovative designs for 25+ productions with 50+ attendees by analyzing audience preferences through proposing different designs to gain 75% positive feedback from attendees and senior leadership.
- Collaborate with 7 senior leaders to execute the production strategy for 20+ event sessions by designing, executing, and conceptualizing the lighting with market research to drive 1M+ views on 5+ YouTube videos.
- Achieve \$15K in cost savings by performing market research on 4 software solutions through evaluating the team's proficiency in each solution (i.e. volunteers & advanced users) given the organization's strategic goals.
- Boosted web traffic and sales by \$20K over 3 months in 5 foreign countries by integrating Chinese to English translations across 50+ web pages in WordPress by revamping the duplication & translation process.
- Allowed 7 senior leaders to view metrics like CTRs, open rates, etc. & send more personalized emails by transferring 12 groups of email addresses in MailChimp to improve the team's email marketing strategy.

Asian American Christian Fellowship
Audio/Visual Technical Director

Riverside, CA
September 2022 – June 2024

- Drove strategic partnerships with 5 other fellowships to plan & execute a campus-wide event as the lead director by planning out the event's visuals and collaborating cross-functionally on event logistics to have 150+ event attendees.
- Performed market intelligence research on finding a new 3rd-party presentation software for the fellowship by balancing price, performance, and ease of use to provide leadership with possible upgrade paths & the new tool's lifespan.
- Orchestrated the creation of weekly slide decks for fellowship events by refining the event's atmosphere, sound, and look to suggest supply purchases & worship messaging to gain positive feedback on the slide decks.
- Prepared, packed, transported audio and visual equipment while performing various setups, teardowns, and sound mixing for weekly events lasting 5-6 hours while training 4 others in presenting the slides to increase efficiency by 50%.

SKILLS & INTERESTS

Functional Skills: Chinese, HR Operations, Sourcing, Strategic Planning, Market Research, Storytelling, Strategic Operations, Teamwork, Stakeholder Management, Project/Program Management, Human Resources, Cross-Functional Collaboration, HR Strategy, HRIS, People Operations, Leadership, Email Marketing, Web/Graphic Design, Video Editing

Technical Skills: Excel, Word, PowerPoint, SharePoint, Workfront, Power Automate, Data Analytics, Dashboard Creation, MailChimp, Canva, Adobe Creative Suite (Photoshop, Illustrator, InDesign), HTML/CSS, WordPress

Interests: Graphic Design, Video Editing, Show Lighting Design, Tinkering with Technology