

LOUISA CHAN

AREAS OF STRENGTH

- Detail-oriented and highly organized and able to prioritize and complete tasks efficiently and productively
- Highly effective at establishing and maintaining working relationships at all levels within the organization
- Demonstrated ability to assess the needs of people and solve problems as they arise
- Ability to work in an environment as a worker who is a self-starter and team oriented
- Possess excellent oral, written communication, and follow-up skills
- Have a strong commitment to providing excellent client service
- Ability to work in a fast-paced work environment

WORK EXPERIENCE

AZUSA PACIFIC UNIVERSITY, Azusa CA

2020 – present

Office of Grants and Research

Grants Management Assistant

- Maintain grants award information and documents in Cayuse Sponsored Projects and Fund Manager applications and the grants.apu.edu website.
- Assist with report writing including grant activity reports and other reports as needed for the team.
- Generate and coordinate the certification for compliance grant documents (e.g., effort reports).
- Communicate with faculty and staff for grant-related activities and trainings.

THE WALT DISNEY COMPANY, Glendale, CA

2008 – 2018

Disney Publishing Worldwide

Curriculum Project Manager

- Coordinated production schedules and resources to develop a comprehensive curriculum for students. The curriculum consisted of 7 levels of lesson plans, in-class worksheets, take-home materials, assessments, and digital content on an interactive whiteboard used in 35 schools across China.
- Worked with a cross-functional team of writers, editors, digital producers, designers, artists, and advisors to produce content.
- Facilitated communication between creative team and business leads during production meetings to track deliverables, ensure communication, and resolve issues.

HR Specialist

- Advised and provided high-quality & timely guidance to client groups with over 1000 employees on HR initiatives, policies, and procedures.
- Partnered with Global HR Operations, Recruitment, Compensation, Finance, Payroll, Organization Management, and Employee Relations to support client requests and resolve business issues.
- Supported onboarding and off boarding process for all employees to ensure a seamless employee experience.
- Maintained team documents such as org charts, talent development nominations, promotions, bonuses, and presentations.

EDUCATION

State University of New York at Buffalo, Buffalo, NY

Major: Sociology, Bachelor of Arts Degree

Minor: Human Resources

Honors: Dean's List

VOLUNTEER

- Bible Study Fellowship Group Leader, Pasadena, CA
- The Kensington (assisted living and memory care residence), Sierra Madre, CA
- Huntington Memorial Hospital/Senior Care Network, Pasadena, CA
- Sierra Madre Senior Center, Sierra Madre, CA

COMPUTER SKILLS

- Microsoft Word, Excel, PowerPoint, Outlook, Google (gmail) applications

LANGUAGES

- Cantonese (conversational)