

MICHAEL LARA

Email: laram626@gmail.com Phone: (626) 806-9573

<http://www.michaellara.net/> | <https://www.linkedin.com/in/laram1>

Who is Michael Lara? Someone who wants to continue to make a very tangible difference in the world, (not just bring home a paycheck,) and work with a like-minded organization! I wish to keep achieving measurable results by magnifying my efforts: staying focused under pressure, taking serious stewardship of funds, people, and intellectual properties; motivating team members who report to me by connecting with them; truly listening to customers/users/guests/community; and being open-minded to new ideas.

I represent every person in my life that has believed in me. At just 12 years old, I was building computers and fixing them. A roomful of medical center executives gave me the chance to set up their computer devices, networks, databases, and websites.

I'm seeking a full-time position in which I can leverage my extensive experience (15+ years) of leadership, relationship-building, and team/project management toward that goal. The company could be involved with healthcare, family well-being, or simply helping people have fun within a stressful society anything that improves the quality of life for society as a whole or individuals.

PROFESSIONAL EXPERIENCE

Grants Administrator

Santa Ana, CA

Big Brothers Big Sisters of Orange County and the Inland Empire

October 2022 - Present

- Manage project deliverables, invoicing deadlines, and reporting deadlines.
- Maintain knowledge of all active grants and implement grant processes post-award.
- Work collaboratively with the Fund Development, Programs, and Grants teams to coordinate the gathering of information needed to submit proposals and reports.
- Utilize Salesforce to maintain accurate, up-to-date records on all grant submissions, reports, and deliverables.

Registry Operations Manager

Los Angeles, CA

Child Care Alliance of Los Angeles (CCALA), The California ECE Workforce Registry |

June 2021 – October 2022

- Responsible for staff of 30+, providing technical leadership and training to Registry user customer service, and operational management of the CA ECE Workforce Registry, ensuring that all operations are performed in timely, cost-effective manner consistent with established procedures and requirements.
- Developed, implemented, and managed all data policies, procedures, and operations. Built and maintained relationships with project funders, partners, and partner agency staff.

Director of Operations

Irvine, CA

American Heart Association, Orange County, and Inland Empire

September 2019 - January 2021

Financial Management & Oversight

- Managed executive leadership team and Board of Directors, resulting in exceeding division development goals and objectives. Directly reported to division CEO/Executive Director.
- Prepared weekly and monthly financial reports to budget, analyze, and monitor the accuracy of financials/cash flow management.

Human Resources

- Ensured that workforce fulfills all applicable legal requirements for team members and vendor relationships. This included recruitment, hiring, onboarding, and professional development, as well as training of employees, board members, interns, and volunteers.

Operations & Support

- Served as Program Director for Intern and Volunteer Experience, managing team of 200+.
- Increased team performance by 80% through creation of digital and in-person schedules and by directing interns and volunteers to educational opportunities.
- Oversaw office management functions to ensure smooth daily operations of facilities, business licenses, and remote experience support with webinars, educational workshops, and marketing campaigns.

University of California, Irvine - The Hill (Barnes & Noble College)

July 2013 - September 2019

- Successfully generated \$3M in sales serving as a buyer while working with companies including *Champion, Disney, Under Armour, Adidas, New Era, Apple, Windows, Dell, Newegg, Mascot Factory*, and over 1,000+ vendor relations.
- As Fiscal Officer, ensured \$13M+ funds were properly financially managed.
- Liaison to both university partners and Barnes and Noble stakeholders, providing “First-in-its-Class Experience at UCI.”
- Managed a 180+ team. Supported daily operations of the university store, including executing strategic marketing plans, financial reporting, managing partnerships, planning community engagements, running e-commerce entity, serving on committees, and scheduling management.
- Led the implementation of various technical projects such as point of sales systems (POS), card integrator equipment, and computer software maintenance including highly valuable databases, reporting analytics, and other IT-related operations.
- Conducted quarterly employee training workshops with emphasis on team development through the Welcome, Open, and Wrap-Up (WOW) customer service training technique.
- As advisory Director, served on the board of several campus organizations, ensuring that each met its proposed objectives, including mentorship of the organization’s leadership, volunteers, and members.

Business Technical Consultant

MyGoal Solutions | Remote

July 2004 - January 2021

- Executed marketing campaigns, business plans, team training, website maintenance and development (SEO/HTML/DESIGN), database creation, computer repair, outreach and other services.
- Serviced multiple industries including health care, animation, automotive, real estate, and construction, with both online and brick-and-mortar stores.
- Demonstrated the ability to work well in a fast-paced environment, drive change and manage multiple and/or conflicting priorities.

ADDITIONAL PROFESSIONAL EXPERIENCE

President & Founding Member of the Inland Empire (IE) Alumni Chapter

University of California, Irvine - Alumni Association | Irvine, CA

December 2018 - March 2020

Causes and “Astounding Volunteer” Engagement Mentions

- Supporter of Girls Inc, Pasadena Tournament of Roses, Hispanic 100 Foundation, Ambassadors of Compassion (AOC), Mind Research Institute, and the Orange County Hispanic Chamber of Commerce

EDUCATION

New Southern Hampshire

University

MBA, Master of Business Administration

In Process

University of California, Irvine

B.S., International Studies Major with Management Minor

Winter 2015

Victor Valley College, Victorville, CA

AA, Double Major in Mathematics and Business Administration

Spring 2013