Tung T. **Phung**

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Education

University of Virginia, School of Engineering and Applied Science   *Charlottesville, VA*

B.S. in Chemical Engineering   *Aug. 2005 - May 2009*

- Biotechnology Concentration and actively involved in American Institute of Chemical Engineers UVA Student Chapter as Webmaster

George Mason University, College of Science   *Fairfax, VA*

M.S. Candidate for Bioinformatics and Computational Biology   *Jan. 2011 - 2013*

- Completed coursework all coursework necessary as M.S. Candidate

Systems Experience

Projects

Initial Dental Office IT systems stand-up and ongoing maintenance   *2015*

- Worked with lead internal IT Administrator to stand-up server, workstations, and all accompanying IT systems in dental office including x-ray systems, and security to HIPAA standards
- Worked on cable runs prior during office construction prior to server stand-up
- Following departure of internal IT Administrator in 2017, took over IT day-to-day responsibilities and maintenance including planning and executing major server overhaul in early 2017

Hardware

Windows, Linux, Mac OS X Environment

Development Languages

Proficiency

- Python – **Proficient**
- Jupyter\Jupyter Notebook - **Proficient**
- Latex – **Proficient**
- Java – **Proficient**
- MATLAB – **Proficient**
- R - **Proficient**
- Perl - **Proficient**

General Tools

General Purpose Workplace Software

- Microsoft Office Suite(Word, Excel, PowerPoint, Visio) - **Expert**
- Git Version Control – **Expert**

Data Analysis Packages

Packages within development frameworks oriented towards Data Analysis

- Anaconda/Conda - **Proficient**
- Pandas - **Proficient**
- Plotly - **Proficient**
- Cufflinks - **Proficient**
- Matplotlib - **Proficient**
- Seaborn - **Proficient**

Experience

Operations Manager and Technology Officer   *Falls Church, VA*

Healthy Smiles Dental   *Jun. 2009 - Nov. 2017*

- Managed a medium-sized (around 20 employees) dental practice – duties included interviewing, hiring, and eventual management of employees constituting the bulk of HR duties within office
- Developed and deployed policies to increase efficiency of operations workflow
- Developed and enforced policies regarding OSHA, HIPAA, PCI Compliance standards
- Made purchasing and acquisition decisions for IT solutions including computer server systems, HIPAA-compliant cloud solutions, and physical firewall/router solutions

Independent Undergraduate Researcher   *Charlottesville, VA*

UNIVERSITY OF VIRGINIA, BIOLOGY DEPARTMENT   *Summer 2008*

- Modified a current mathematical circadian rhythm model in the XPPAUT and MATLAB environment in conjunction with research by Dr. Robert Kretsinger

Independent Undergraduate Researcher   *Charlottesville, VA*

UNIVERSITY OF VIRGINIA, CHEMICAL ENGINEERING DEPARTMENT   *Summer 2007*

- Assisted in the design of the bioengineering portion of an upcoming 4th year lab course for chemical engineer undergraduates at the University of Virginia.
- Developed experimental guidelines for laboratory course
- Established advanced knowledge of small scale bioreactors
- Cross-trained in use of AKTA Purification Systems

Professional Memberships

Information Systems Audit and Control Association (ISACA)

MEMBER   *Dec. 2017 - PRESENT*