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|  |  | Tung Phung  22955 Rock Hill Rd. Sterling, VA 20166 T: 571-423-9086 E: tungtphung@gmail.com |
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| Career Summary |  | Management and strategy oriented career-track with focus on data and analytics skillset to solve challenging real-world implementation scenarios. Current with current data analysis frameworks using tools such as Python, Anaconda, and Pandas. CISA candidate - exam passed December 2017. |
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| Experience |  | **Healthy Smiles Dental - Operations Manager** June 2009 - November 2017 Falls Church, VA   * Overall management of medium-large (30-40 patients/day) dental practice with estimated annual revenue of 1.5 – 2 million * Managed team of 10-20 employees – duties included interviewing, hiring, and eventual management of employees constituting the bulk of HR duties within office * Strategy and overall management with owner, and policy development and deployment for operations workflow * Develop, enact, and enforce policies regarding OSHA, HIPAA, PCI Compliance standards * Purchasing and Acquisition of IT solutions including computer server systems, HIPAA-compliant cloud solutions, and physical firewall/router solutions * Day-to-day maintenance and internal auditing of IT systems for fitness-of-use.  **Graduate Research, Amen Clinics** January 2011- April 2011 Reston, VA  Statistical analysis of connection between ADD/ADHD and nicotine use using SPECT brain scans   * Began data collection and cataloging of patient paper chart data for quantitative analysis  **Independent Undergraduate Researcher, UVA Biology Department** Summer 2008Charlottesville, VAAssisted in the design of the bioengineering portion of an upcoming 4th year lab course forchemical engineering undergraduates at the University of Virginia.  * Developed experimental guidelines for laboratory course * Create baseline standards for growth and purification of green fluorescent protein |
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|  |  | * Worked with professors and faculty and staff to develop policies and materials governing use of new bioreactor equipment as well as associated course materials * Cross-trained in use of AKTA Purification Systems  **Undergraduate Research, UVA Chemical Engineering Department** Summer 2007 Charlottesville, VA  Modifying a current mathematical circadian rhythm model in the XPPAUT and MATLAT environment in conjunction with current research. |
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| Education |  | **B.S. Chemical Engineering, University of Virginia** August 2005 – May 2009Charlottesville, VA**Bioinformatics and Computational Biology M.S Program, GMU** 2011-2013 Fairfax, VA |
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| System Experience |  | **Certifications**  Certified Information Systems Auditor (CISA) – Examination Passed 2017  **Hardware**  Windows, Linux Environment  **General Tools**  Microsoft Office Suite (Word, Excel, Powerpoint, Visio) - Expert  Git Version Control – Expert  **Development Languages**  Python – Expert  LaTeX - Expert  Java – Proficient  MATLAB - Proficient  R - Expert  Perl - Proficient  **Data Analysis Packages**  Anaconda/Conda, Pandas, Plotly, Cufflinks, Matplotlib, Seaborn – Proficient/Expert |
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| Professional Memberships |  | **Information Systems Audit and Control Association (ISACA)** December 2017 |