

CINDY DOAN

San Diego, California | cindydoan28@gmail.com | [LinkedIn](#) | [Portfolio](#)

EDUCATION

California State University, San Marcos

Bachelor of Science in Computer Science | Minor: Business Administration

San Marcos, CA

Expected May 2026

Relevant Courses: Intro to Data Analytics, Business Statistics, Foundations of Operations Management, Management Information System, Intro to Networking, Operating Systems, Database Systems (Scheduled Fall 2025), Software Engineering (Scheduled Fall 2025)

WORK EXPERIENCE

CSUSM Instructional & Information Technology Services

San Marcos, CA

E-Text Processor Student Assistant

February 2025 - Present

- Enhance campus accessibility by converting course materials (PDF, DOC, KESI) into ADA-compliant formats using Adobe Creative Cloud, Kurzweil, and scanning tools.
- Maintain 99–100% accuracy on all converted files while independently tracking progress and deadlines using the HelpSpot ticketing system and Google Sheets.
- Strengthen documentation, quality assurance, and technical proficiency through daily use of accessibility platforms and digital tools.

CSUSM Department of Mathematics

San Marcos, CA

Student Assistant (Grader – Calculus II)

February 2025 - May 2025

- Evaluated student assignments with attention to accuracy and clarity, providing constructive feedback to support academic growth and improve student engagement.
- Maintained and organized grading records for 50+ students using Microsoft Excel and Canvas LMS.

CSUSM College of Business Administration

San Marcos, CA

Student Assistant (Grader – Operations Management)

September 2024 - May 2025

- Evaluated assignments and gave clear, actionable feedback to improve understanding of operations management.
- Held office hours to clarify grading criteria and assignment expectations, improving transparency and student confidence.
- Maintained accurate and up-to-date grade records in Canvas LMS for 50+ students throughout the semester.

CSUSM HSI-STEM

San Marcos, CA

Learning Assistant

August 2024 - December 2024

- Supported active learning by guiding students through Pre-Calculus concepts and assignments.
- Partnered with faculty to improve content clarity; created and analyzed anonymous Google Form surveys to identify effective study strategies from exam data.

SKILLS

Programming: Python, C++, HTML/CSS, MIPS Assembly

Software & Tools: Microsoft Office Suite (Excel, Word, PowerPoint), Google Workspace, Adobe Creative Cloud, Canva, GitHub, HelpSpot

Languages: Native English, Proficient Vietnamese