CINDY DOAN

San Diego, California | cindydoan28@gmail.com | LinkedIn | Portfolio

EDUCATION

California State University of San Marcos   **San Marcos, CA**
August 2021 - May 2026

Intended Major: Computer Science
Minor: Business Administration

Mira Mesa High School   **San Diego, CA**
Graduated June 2021

CERTIFICATION

- Google Foundations of Cybersecurity Course Certification
- Google Play it Safe: Manage Security Risks Course Certification

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 into accessible formats (PDF, DOC, KESI) using Adobe Creative Pro and Kurzweil.
- Utilize scanning software and digital tools to ensure compatibility with assistive technologies.
- Consistently achieve a 99%-100% accessibility score on converted materials through attention to detail and effective use of assistive technology tools.
- Track and manage project progress in Google Sheets to ensure timely delivery and continuous improvement.

CSUSM Department of Mathematics   **San Marcos, CA**
Student Assistant (Grader – Calculus II)   February 2025 - May 2025
- Graded assignments with detailed, constructive feedback to support student learning.
- Maintain grade records using Microsoft Excel and Canvas LMS.

CSUSM College of Business Administration   **San Marcos, CA**
Student Assistant (Grader – Operations Management)   September 2024 - May 2025
- Evaluate assignments and address student questions to improve understanding of the course material.
- Host Zoom sessions to clarify grading criteria and assignment expectations.
- Update and manage course grades via Canvas LMS.

CSUSM HSI-STEM   **San Marcos, CA**
Learning Assistant   August 2024 - December 2024
- Support active learning by guiding students through Pre-Calculus concepts and assignments.
- Collaborated with faculty to improve content clarity and student engagement.
- Took EDST 450 (Undergraduate Mathematics and Science Teaching and Learning) to build stronger communication techniques and teaching practices for guiding students through STEM concepts more effectively.

SKILLS

Programming: C++, Python, HTML/CSS, MIPS Assembly
Technical: Microsoft Office Suite (Word, PowerPoint, Excel), Google Workspace, Adobe Creative Cloud, Canva
Languages: Native English, Proficient Vietnamese