

CINDY DOAN

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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

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++, HTML/CSS, MIPS Assembly, Python

Technical: Adobe Creative Cloud, Canva, GitHub, Google Workspace, HelpSpot, Microsoft Office Suite

Languages: Native English, Proficient Vietnamese