

Phuong Quynh Phan
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EDUCATION

San José State University

Master of Arts in Mathematics

Thesis: "Borsuk-Ulam Theorem and Its Application"

Advisor: Dr. Marion Campisi

San José, CA
August 2016 - December 2019

San José State University

Bachelor of Arts in Mathematics

San José, CA
August 2011 - December 2015

EXPERIENCE

Houston Community College

Visiting Developmental Mathematics Faculty

Houston, TX
September 2021 – Present

- Develop, plan, prepare and teach courses ranged from the basic concept courses to the co-requisite support courses. Provide quality instruction to 15-student classrooms, and adapt my teaching style to accommodate students with various learning styles and levels of preparation.
- Provide personalized support with flexible office hours to foster student success. Work jointly with the professors for corresponding college-level courses to help students succeed at the college-level courses.
- Record online lectures, provide and organize in-class notes and useful resources on Canvas to equip students with the tools they need to complete assignments and review for exams.
- Empower students by making them aware of on campus and online supporting resources, help them stay on top of important deadlines by reminding them in-class as well as in Canvas and emails, provide one-on-one meetings, supports and guidance for "at risk" students.
- Courses taught (during Fall 2021 and upcoming Spring 2022):
 - Math 0314 - Corequisite for College Algebra
 - Math 0332 - Corequisite for Contemporary Mathematics
 - Math 0342 - Corequisite for Elementary Statistical Methods
 - Math 0106 - Basic Mathematics
 - Math 0332P - Introductory Algebra
 - Math 0314P - Intermediate Algebra

Artech Information Systems L.L.C.

Software Quality Operations Associate for Waymo via Artech

Mountain View, CA
May 2020 – September 2021

- Reviewed and analyzed testing data to identify problematic areas of Autonomously Driven Vehicle by using internal tools.
- Provided Expert level evaluations of potential safety related conflicts escalated through the Standard Triage process, and identified, reported bugs, and provided feedback to the upper developers' team.
- Worked as a Squad Lead with responsibilities including mentoring new team members to speed up their learning curves and workflows, running bi-weekly meetings on the quality standards, answering questions, providing feedback, and going over the standard concepts with squad members.

Math Enrichment Program

Seasonal/Contracted High School Mathematics Teacher

San José, CA
June 2016 – May 2021

- Planned, developed, provided high-quality instructions, demonstrated high standards-academic and professional, and reinforced math skills in a fast-paced environment during Summer and Spring.
- Recorded, provided, and organized lecture notes for high-school students on Google Classroom.
- Offered the flexible office hours and review sessions to foster students success, and worked jointly with the program coordinators to provide students the school supplies.
- Courses taught (as instructor with full autonomy):
 - Geometry/Algebra 2 at Leland High School
 - Integrated High School Math 2 at Chaboya Middle School
 - Integrated High School Math 3 at Quimby Oak Middle School
 - Math Analysis/Pre-Calculus via Zoom and Google Classroom

San José State University*Teaching Associate*

San José, CA

August 2018 – December 2019

- Evaluated students' work constructively and provided timely feedback, maintained weekday office hour for students, and assisted students in improving time management and learning skills.
- Worked jointly with other instructors and courses' coordinators to provide students with the appropriate preparation to be successful at the college-level courses.
- Developed syllabi and course materials for each courses and laboratory, and provided high-quality instructions to different courses.
- Courses taught (as instructor with full autonomy):
 - Math 71W - Calculus Workshop for Business/Aviation
 - Math 31W - Calculus II Workshop
 - Math 19W - Pre-Calculus Workshop
 - Math 8/18A - College Algebra

San José State University*Teaching Assistant*

San José, CA

August 2016 – May 2018

- Worked jointly with the courses' coordinators to prepare the worksheets, assisted and worked with students in groups to work on fundamental and challenging problems.
- List courses that I instructed:
 - Math 1006L - Entry Level Mathematics Laboratory
 - Math 1006A/B - Entry Level Mathematics I/II Laboratory
 - Math 1005A/B - Entry Level Mathematics I/II Laboratory
 - Math 1005W - Developmental Mathematics Workshop
 - Math 71W - Calculus Workshop for Business/Aviation

SKILL

- Experience with the diverse high school and college environment and student population.
- Manage class to maintain an engaging learning environment, effectively teach and explain mathematical critical concepts.
- Proficient in Microsoft Word, Excel, PowerPoint, Canvas, and LaTeX.
- Bilingual, proficient in English and Vietnamese.

REFERENCE**Sherry Liu/** Mathematics Faculty and Program Coordinator at Houston Community College*Email: sherry.liu@hccs.edu***Timothy Hsu/** Associate Chair at San José State University*Email: tim.hsu@sjsu.edu***Dr. Marion Campisi/** Assistant Professor at San José State University*Email: marion.campisi@sjsu.edu***Michael Wasserburger/** Math Enrichment President*Email: michael@mathenrichment.net*