

**EDUCATION:**

- Master of Arts - Economics, August 2009, San Francisco State University.  
Overall GPA: 3.96
- Bachelor of Arts - Economics/English Literature, May 2007, San Francisco State University.  
Overall GPA: 3.1 GPA in Economics: 4.0 GPA in English: 3.9
- Post-baccalaureate studies at University College, Rutgers University and Baruch College - CUNY.
- Bachelor of Arts - Statistics/Mathematics, May 1993, Rutgers College, Rutgers University, New Brunswick, New Jersey.

**ACADEMIC HONORS:**

- 2009 Recipient, Graduate Student Distinguished Achievement Award, San Francisco State University.
- 2008 Recipient, Don Scoble Scholarship in Economics, San Francisco State University.

**WORK EXPERIENCE:**

Department of Economics, San Francisco State University.  
Lecturer (July 2009 – present)

- Instruct students in five-week introductory microeconomics course.
- Assign and grade daily homework assignments and quizzes.
- Hold office hours for additional instruction and student help.

Department of Economics, San Francisco State University.  
Graduate Teaching Assistant (September 2007 – May 2009)

- Tutored students in economic and quantitative concepts in introductory coursework as well as mandatory courses for the undergraduate major program, including the use of statistical computing packages and online learning software.
- Assisted with grading and proctoring of quizzes and exams for faculty members.

Learning Assistance Center, San Francisco State University.  
Tutor, Math/Sciences and Reading/Writing  
Front Desk Assistant  
(September 2003 – May 2009)

- Welcomed students to the Learning Assistance Center and assess student learning needs in consultation with Learning Assistance Center faculty.
- Assisted students to achieve learning goals in reading, study skills, math, and sciences at the introductory levels. Monitored and evaluated effectiveness of tutoring.
- Worked cooperatively with staff to perform additional duties necessary for efficient operation of the Center.
- Attended mandatory staff orientation and biweekly follow-up training sessions.
- Worked effectively with SFSU's multicultural student population to screen students' requests for service at the Learning Assistance Center and to refer them to other campus services when appropriate.
- Answered and route phone calls.
- Assisted with scheduling, record keeping, e-mail communication, payroll, and general office duties.
- Acted as an informational liaison between LAC coordinators and tutors for effective staff communication.

Educational Opportunity Program, San Francisco State University.  
Instructor, Math (Algebra I) Prep, Summer Bridge Program  
(July-August, 2008)

- Created lesson plans for intensive six-week Algebra I course for 20 incoming freshmen.
- Assigned and graded daily homework assignments of 20-30 problems (including word problems).
- Created additional algebra problems for daily quizzes and three exams.
- Held office hours for additional tutoring and student help.
- Coordinated lesson plans with tutoring assistant.
- Held regular discussions with EOP staff members to discuss students' performance and made recommendations as to their readiness for admission into San Francisco State University and promotion to Algebra II.

Tutor, Quantitative Reasoning Prep, Summer Bridge Program  
(July-August, 2007)

Tutor, Math Prep, Summer Bridge Program  
(July-August, 2006)

- Tutored students enrolled in Algebra I and Introductory Statistics Prep classes; duties included helping with questions on daily assignments and preparing students for quizzes and exams.
- Assisted students in achieving learning goals, improving study skills needed for college and acclimating to the college environment.
- Worked cooperatively with staff to perform additional duties necessary for efficient operation of the Program, including taking attendance and enforcing rules and policies regarding student conduct.
- Attended mandatory staff orientation and daily staff meetings.
- Informed students about other campus services when appropriate.

International Securities Exchange, New York, New York.  
Associate Director, Market Investigations  
(October 1999 - February 2003)

- Created procedures for the effective execution of surveillance work in preparation for the May 2000 launch of the International Securities Exchange, the first new options exchange launched in 25 years.
- Initiated and conducted special projects and studies for management and outside consultants relating to the integrity of markets and effectiveness of regulatory procedures.
- Assisted technical staff in creating the industry's first automated options surveillance system in order to ensure compliance with federal and ISE regulations.
- Conducted specific investigations to detect violations of Exchange rules and federal securities laws, with regard to insider trading and frontrunning occurrences in the options market; contacted Exchange members via oral and written communiques to inform them of rule violations, trading anomalies and other market events.
- Created and edited intranet documents for training and reference in ISE options market surveillance procedures.
- Assisted technical staff in creating and maintaining network connections to external mainframe computer systems and databases (SIAC, ILX, Bloomberg, Lexis-Nexis, CCH).
- Trained and supervised other employees in ISE surveillance procedures and computer systems.

The Pacific Exchange, San Francisco, California.  
Senior Market Analyst (February 1997 - October 1999)

- Conducted specific investigations to detect violations of Exchange rules and federal securities laws, with regard to manipulation, insider trading and frontrunning occurrences in the options market.
- Initiated and conducted special projects and studies for management and committees with regard to integrity of markets and effectiveness of regulatory procedures.
- Compiled, designed and edited intranet documents for training and reference in options market surveillance procedures.
- Assisted technical staff in creating and maintaining network connections to external mainframe computer systems (ISIS, Patrina, Bloomberg).
- Assisted technical staff in creating surveillance reports to ensure compliance with federal and PCX regulations.
- Trained and supervised other employees in various surveillance procedures and computer systems.

Trading Analyst (September 1996 - February 1997)  
Assistant Analyst (September 1995 - September 1996)

- Conducted investigations to detect violations of Exchange rules and federal securities laws.
- Retrieved evidentiary material, including documentation from firms, interviews of members and correspondence from relevant individuals.
- Reviewed and analyzed data and other materials.
- Responded to complaints from Exchange floor as well as various committees.
- Determined nature of complaint and analyze all relevant data.
- Reviewed and compiled daily data and statistical reports to ensure compliance with federal and PCX regulations.
- Presented findings of investigations to management and various disciplinary committees.

Bear, Stearns and Company, Inc., Whippany, New Jersey.  
Compliance Research Assistant (February 1994 - September 1995)

- Assisted in routine regulatory inquiries from securities and options exchanges, state agencies, and the Securities and Exchange Commission.

- Provided research and documentation for routine requests and subpoenas.
  - Provided responses in such matters as research recommendations and solicitations by registered representatives, firm trading activities and chronologies of corporate finance activities.
  - Assisted Proxy and Reorganization departments in distributing notices of bankruptcies, tender offers, proofs of claim, and other legal notices to appropriate shareholders.
  - Trained and supervised other Research Assistants.
  - Assisted in trouble-shooting various PC systems problems.
- Microfiche Research Specialist (September 1993 - February 1994)
- Provided support for the Compliance Department.
  - Researched various security transactions for officers within the department, for other corporate departments and other offices, and other organizations including the Securities and Exchange Commission.
  - Provided documentation of individual customer accounts, firm accounts, and purchases and sales of securities.

National Westminster Bank NJ, Milltown, New Jersey.  
Service Associate (August 1991 - September 1993)

- Assisted personal and commercial customers with monetary transactions.
- Cross-sold banking and investment instruments.
- Learned standard banking procedures including bank review, currency transaction procedures, and security.

**TECHNICAL EXPERIENCE:**

- Computer Applications (including Microsoft Office Suite, IBM OnDemand, various internet applications) on PCs (Windows) and Macintosh.
- Basic HTML programming.
- Computer Statistical and Mathematical Packages (SAS, S, SPSS and Systat, Matlab, Minitab and Stata).
- Online Financial News (Bridge, Bloomberg, ILX).
- Online Research Databases (Lexis-Nexis, CCH).