

**Mandy Tham**  
Field Supervisor  
Multiple Subject Placement Coordinator

CAREER OBJECTIVE: To implement the philosophy and vision of a quality education for all students in our public school system.

EMPLOYMENT HISTORY:

**Administrative Experience:**

May 2016 – Present: Placement Coordinator, CSU East Bay, for multiple subject candidates in Alameda County

January 2002 - Present: Pre-service/Intern Teacher Supervisor, CSU East Bay.

June 2005 - July 2006: Principal, St. Joseph Elementary School, Alameda.

January 2002 - 2007: Lecturer, Teacher Education, CSU East Bay.

January 2004 - June 2004: Middle School Math Coach, Oakland Unified School District.

January 2002-May 2002: Middle School Demonstration Program, Oakland Unified School District.

July 1997 - June 2001: Principal, St. Raymond School, Dublin.

June 1995 - June 1997: Principal, St. Barnabas School, Alameda.

**Duties and Responsibilities**

- Coordinate with school districts and school sites for the placement of CSU East Bay multiple subject candidates in kindergarten through fifth grade placements.
- College instructor for pre-service/intern teachers in curriculum and instruction of mathematics in elementary school.
- Supervise pre-service and intern teachers in classroom setting.
- Mathematics coach for middle schools in Oakland.
- Incorporated technology across the curriculum for all middle school students.
- Instituted weekly cycle of classroom observation and student review.
- Revised both curriculum and instruction, resulting in significant academic improvement as demonstrated in standardized testing.
- Implemented SST model to develop and implement action plans for at-risk students.
- Established guidelines and sponsorship for professional development of the faculty and staff.
- Created an articulation model for weekly teacher level and school-wide meetings.
- Implemented five-year plans, including both school improvement plans and capital maintenance/improvement plans, to meet the present and future needs of the school on a timely basis.
- Instituted a monthly budget cycle to monitor variances to budget.
- Developed annual zero-balance budgets.
- Nurtured in the parent community the desire to participate in creating the best educational experience possible for their children through the sharing of their time, treasure and talent.
- Rewrote Parent/Student, Faculty, and Teacher Assistant Handbooks to ensure consistency with the school philosophy and goals.
- Introduced a service and outreach program for both parents and students.

**Teaching Experience:**

Spring 2007: Youth Employment Partnership, Inc., Oakland

- Design, develop and implement differentiated mathematics curriculum and instruction for at-risk and under performing high school students.

September 1987-June 1995: Saint Joseph Elementary School, Alameda-Nationally Recognized Blue Ribbon Elementary School for 1993-1994

- Mathematics chairperson / liaison with high school mathematics department.
- Self contained and departmentalized teacher for fourth through sixth grades.
- Mathematics teacher grades 5-Algebra.
- Mathematics Curriculum coordinator.
- Diocesan mathematics curriculum development team.
- Co-chair of W.A.S.C. Self-Study and Elementary Blue Ribbon Schools site nomination process.
- Designed, developed, and implemented computer literacy in-services for faculty.
- Mentor teacher

**Business Experience:**

Software Design:

September 1983-September 1987 Transportation Management Systems (TMS)  
Partner

- Involved in all phases of creation, management and daily business affairs of a software development company for motor carriers. Developed and supported a software system whose functions included: invoicing, payroll, accounts receivable, marketing reports and general ledger.

September 1983-April 1984 ComputerLand International  
Computer Specialist/System Designer

- Developed and implemented two major inventory control systems. Responsibilities included: system design, programming, documentation, installation and training.
- Primary interface between corporate management and field offices in Canada and Europe.

May 1982-September 1983 Bechtel National Corporation  
Programmer/Analyst

- Participated in the development of budget, cash flow, inventory control and project management systems. Wrote user manuals, desk procedures and technical papers.

**Education:**

- M.A., St. Mary's College, Moraga in Educational Administration, 1995. Graduated with Honors.
- Administrative Credential, St. Mary's College, Moraga.
- M.S., California State University, Hayward in Mathematics Education, 1991. Graduated with Honors.
- California Clear Multiple Subject Credential with supplementary authorization in English, California State University, Hayward.
- B.A., California State University, Hayward in English/Spanish, 1971. Graduated with Honors.

**REFERENCES: Upon request.**