

Erica L. Brown

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EDUCATION *Master of Arts, Mathematics (in progress)*
University of Hawaii at Mānoa, Honolulu, HI
GPA: 4.0

Bachelor of Arts, Mathematics (May 2010)
University of Delaware, Newark, DE
Minor: Computer Science
GPA: 3.8

EXPERIENCE *Graduate Research Fellow* August 2012 - Present
School and University Partnership for Education Renewal in Mathematics, A National
Science Foundation GK-12 project
University of Hawaii at Mānoa, Honolulu, HI

- Collaborate with a middle school mathematics teacher to create innovative and engaging classroom activities and lesson plans based upon graduate research topics in mathematics.
- Assist the teacher with development and instruction of daily lessons in various middle school mathematics topics.
- Design and conduct workshops and professional development opportunities for K-12 mathematics teachers.
- Design and conduct various youth outreach events in mathematics topics across the Hawaiian Islands.
- Collaborate with the Honolulu Museum of Art to create a “Math Through Art” exhibit.

Lecturer August 2011 - August 2012
University of Hawaii at Mānoa, Mathematics Department, Honolulu, HI

- Teach classes in undergraduate mathematics including “Pre-Calculus” and “Elements of Calculus”
- Design and present interesting and appropriate lesson plans daily. Create and grade homework assignments and exams.
- Provide extra help to students during office hours and problem-solving sessions.
- Set up and maintain an online learning system with course materials and homework assignments.

Actuarial Associate January 2011 - July 2011
PricewaterhouseCoopers (PwC) New York, NY

- Provide assistance to the audit team during quarterly and year-end audits of major life insurance companies.
- Communicate frequently with the client via e-mail or phone to obtain information on actuarially estimated balances. Perform comparative testing and recalculations on data in accordance with accounting principles and standards to ensure accurate calculations. Utilize Microsoft Excel and Word to present findings to be used in official audit documentation.

- Utilize testing on client data to identify potential miscalculations or anomalies, and perform necessary research to determine and document satisfactory explanations for irregularities.
- Create Excel macros and spreadsheet templates to streamline PwC's presentations. Organize spreadsheets and documentation to allow better work efficiency.

Instructor

September 2010 - January 2011

ChoEducators, Holmdel, NJ

- Responsible for the instruction of SAT/ACT math and verbal content and test-taking strategies to classes of 16 or less high school students.
- Conduct private instruction sessions with high school and college students in SAT/ACT content and strategies, as well as high school Algebra, College Algebra, and Calculus courses.
- Assist in the research, development, organization, and documentation of SAT and ACT instruction, content, and strategies.

Math Tutor

October 2007 - May 2010

University of Delaware Dept. of Mathematics Newark, DE

- Coordinate and conduct individualized tutoring sessions with high school and college students in Algebra, Pre-Calculus and Calculus courses.
- Work as a team member of the Mathematics Tutorial Lab, providing assistance to students of the University of Delaware in undergraduate Algebra, Pre-Calculus, Calculus, Statistics, and Discrete Math courses.

**SKILLS AND
PROFESSIONAL
CERTIFICATIONS**

- Proficient with Microsoft Office software
- Proficient with MATLAB software and programming
- Experience with Mathematica, Maple and Minitab software
- Proficient in C++ and Scheme programming languages, experience with Java and Visual Basic
- Proficient with L^AT_EX documentation software
- Successfully completed Society of Actuaries Exam 1 (Probability) and Exam 2 (Financial Mathematics)
- College Reading and Learning Association Level I Certified Tutor