

## Anna Beena Matthew

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Full Time Lecturer/Laboratory Coordinator  
Department of Chemistry and Biochemistry  
California State University, Fullerton  
800 N. State College Blvd  
Fullerton, CA 92831  
Email: bmatthew@fullerton.edu  
Phone: (657) 278-3699

### PROFESSIONAL EXPERIENCE

#### **Full Time Lecturer/Laboratory Coordinator, California State University, Fullerton 2015-Present**

- Lead, develop and regularly teach lower-division instructional laboratories (CHEM 100L, 120A, 120B)
- Continuous development of course content and pedagogy to meet the needs and learning goals of the courses
- In collaboration with appropriate faculty members, align laboratory content with lecture content to ensure relevant and meaningful laboratory learning experiences for students
- Training of graduate teaching associates for the appropriate lab courses they are assigned to teach
- Coordination of all operations of the instructional laboratories assigned, includes meetings with all instructors throughout the semester to go over details of experiments
- Development and implementation of policies, procedures and standards for lab operations to ensure efficiency, effectiveness and quality control of the laboratory and compliance with federal, state, and university regulations and standards
- Coordination with technical staff to enable the ordering, inventory, storage and maintenance of supplies, lab ware and instruments essential to the operation of the laboratories

#### **Webmaster, California State University, Fullerton 2008-Present**

- Maintenance of the Chemistry and Biochemistry website to include updating content, making sure that the website's code is compatible with various browsers, fixing broken links and images, adding page animations, new pictures, fresh content and news events
- Test website for functionality, ease of use and load time
- Ensure that website content is easily understandable for the target audience
- Respond to any complaints from users by assessing the situation and performing corresponding solutions
- Programming and project development: tasks such as coding the site, adding new content and features, enhancing the navigation through tweaking JavaScript, CSS and HTML
- Maintain knowledge of new technology

#### **Instructional Support Technician II, California State University, Fullerton 2001-2015**

- Oversee, coordinate and administer the operational activities of over 60 sections of lower and upper division instructional laboratories covering general, organic, analytical, physical, and nursing chemistry as well as biochemistry and related disciplines of chemistry
- Ensure that experiments are set up according to the corresponding laboratory manuals including equipment and supplies to allow for a smooth laboratory instructional period for students, teaching associates and faculty
- Accurately maintain and control existing chemical inventories to maintain a safe laboratory with the aid of an online laboratory management system
- Update and manage the hazard communication program in the labeling and classification of chemicals using the Globally Harmonized System (GHS) to protect faculty, staff and students
- Hire job applicants, organize and administer orientation and safety training for new laboratory personnel

- Manage and supervise 4-5 student assistants per semester who help to carry out lab operations
- Fiscally responsible for the ordering and management of cryogenics, gases and chemical supplies with a yearly spending budget of \$100,000
- Support other departmental science lab courses and research
- Act as primary contact for teaching associates and faculty when problems arise in the laboratories, either by way of an emergency, accident, or troubleshoot when an experiment is not working
- Department liaison for instructional lab hazardous waste pick up and maintenance in compliance with all applicable laws and regulations per campus Environmental Health & Safety Department
- Review and suggest changes needed for new laboratory courses or experiments from a safety or cost savings point of view

**Laboratory Coordinator, California State University, Fullerton**

**2009-2015**

- Supervision, scheduling and training of Teaching Associates for 10-12 sections of CHEM 100L, a lower division instructional laboratory
- Development and implementation of a schedule of experiments and course syllabus each semester for the course, which includes regular updating of course content and pedagogy to meet the needs and learning goals of the course
- Be a resource to answer questions concerning students, lab and course policies, experimental details and equipment usage
- Development and implementation of policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory
- Working in collaboration with other faculty on course design that would involve an online curriculum, which involved performing various experiments to determine their efficacy in meeting the learning goals of the course
- Visit each of the labs on a regular basis throughout the semester to ensure consistency between the various sections and the enforcement of laboratory safety practices
- Coordinate with technical staff to ensure that required supplies, equipment, and lab ware are available to maintain the efficient operation of the laboratories
- Work with physical plant to provide feedback on facilities issues and repairs that are a direct concern to the efficient operation of the laboratories
- Creating a relationship with the Environmental Health and Safety Department on campus to determine adequate safety training for lab instructors as well as compliance in the storage and disposal of hazardous waste

**Lecturer, California State University, Fullerton**

**January- May, 2007**

- Course instructor for lower division Chemistry 100 instructional laboratory
- Organized and executed all aspects of the course from creating syllabi, homework assignments, quizzes/exams, teaching the course, grading student work, maintaining all student attendance, grades, homework records and maintaining office hours to assist students outside of normal classroom hours
- Supervised laboratory work and taught proper use of chemicals, instrumentation, and analysis of data
- Developed and applied alternative teaching approaches to engage students to understand the material
- Followed University standards, policies and procedures to maintain a safe laboratory environment for the students

**Senior Analyst/Laboratory Supervisor, CRG Marine Laboratories-Torrance, CA**

**1998-2001**

- Responsible for laboratory operations and project management and data acquisition and delivery in the environmental lab
- Supervised and trained laboratory personnel
- Participated in a number of environmental studies to evaluate the impact of contamination on human health and the environment

- Determined unknown organic and inorganic constituents utilizing Gas Chromatography/Mass Spectrometry, Carbon, Hydrogen, Nitrogen Analyzer, Hach Spectrophotometer according to appropriate U.S. Environmental Protection Agency and State of California requirements

**EDUCATION** California State University, Northridge-*Northridge, CA*  
 Master of Public Administration-Public Sector Management & Leadership, 2014

California State University Long Beach-*Long Beach, CA*  
 B.S. Biochemistry December, 1998  
 B.A. Chemistry December, 1998

**SKILLS**

- Equipment: Gas Chromatographs, Colorimeter, Spectrophotometer, Analytical Balances
- Computers: Microsoft Access Certified, Microsoft Word, Microsoft Excel, Dreamweaver, Flash, Photoshop, Hyper-Text Markup Language, PowerPoint, Joomla,

**AWARDS/AFFILIATIONS**

- 2012-2013 College of Natural Sciences and Mathematics Staff Excellence Award for Outstanding Service to the Department of Chemistry
- Titan Excellence Award, May 2005
- Member of National Association of Scientific Materials Managers. On the host committee for the NAOSMM Annual Conference in Long Beach, CA, July 2015
- Member of ACS, Division of Chemical Education