

Anna Sergienko

50 Centre St, Apt.211 • Brockton, MA 02301 • asergienk@massasoit.edu • 857-260-9071

Education

MASSASOIT COMMUNITY COLLEGE

Computer Science, GPA 4.0/4.0 (cumulative)

Relevant Coursework: Software Design and Development

Intro to Java

Advanced Java

Brockton, MA

September 2017 – Present

Experience

MASSASOIT COMMUNITY COLLEGE

Mathematics Tutor

- Tutored students individually or in groups in numerous math topics
- Developed a learning strategy to supplement classroom learning
- Maintained records on each student who is being tutored

Brockton, MA

January 2019 – Present

RUSSIAN SCHOOL OF MATHEMATICS

Office Administrator

- Provided customer service via phone and in person to current and prospective clients
- Assisted in scheduling and coordination of events
- Mentored and trained new hires for the office administrator position
- Responded to client inquiries, provided information on school operations

Newton, MA

July 2017 – Present

MOSCOW CITY COURT

Secretary of Court Hearings

- Recorded information in shorthand or speed writing at court hearings, motions and trials
- Managed day-to-day inflow and outflow of legal files through the court system
- Answered questions from the public and explained court procedures to involved parties
- Assisted lawyers in database search and performed a variety of administrative and clerical duties

Moscow, Russia

April 2013 – January 2016

Leadership and Activities

MASSASOIT COMPUTER SCIENCE CLUB

Founder, President

- Planned and directed the club's operations and activities
- Mentored and coached other students
- Helped with homework assignments
- Supported implementation of projects using Raspberry Pi and Arduino

Brockton, MA

December 2018 – Present

Skills & Interests

Technical: Java, Microsoft Office: Excel, Word, Power Point, Outlook

Language: Russian (native), English (fluent), Spanish (elementary)

Interests: Tutoring, Learning Spoken Languages, AI and Machine Learning