

# PAULINA KOCH

---

1850 Line 34 Perth East  
Shakespeare, ON N0B 2P0  
519-616-1285

## PROFILE

---

As an elementary school teacher, I embarked on a transformative journey into the world of technology. With unwavering determination and nights spent mastering coding logic, I emerged as a proficient full stack developer. Now I seamlessly blend my educational insights with technical expertise, to create innovative and beautiful applications.

## EXPERIENCE

---

TEACHER, SPRUCEDALE ELEMETARY AVON MAITLAND SCHOOL BOARD – OCTOBER 2021 -  
MARCH 2023

OCCASIONAL TEACHER, AVON MAITLAND SCHOOL BOARD – JANUARY 2019 - PRESENT  
Filled in for short term substitute assignments across all subject areas. Effectively  
facilitating students with varied academic levels and diverse cultural backgrounds.  
Utilized G suite products to share day plans, templates and other materials needed to  
complete teaching assignments.

KOCH CONSTRUCTION LIMITED - FEBRUARY 2013 - PRESENT  
As the Office Administrator for our family construction business it was my responsibility to  
carry out all administrative tasks including ensuring meeting compliance requirements  
such as WSIB, insurance and Health and Safety. Oversight of account management,  
including accounts receivable, payable and book keeping. I performed payroll and CRA  
reporting requirements on a monthly, quarterly and yearly basis. I set up and maintained  
the company information filing system.

PROGRAM ASSISTANT, REGION OF WATERLOO – FEBRUARY 2009- FEBRUARY 2013  
As the program assistant for the Healthy Living, Planning and Promotion Division of Public  
Health for the Region of Waterloo, I acted as a liaison for division management and as a  
resource for division support staff. I provided administrative support and acted as a central  
resource to the division management team. I made arrangements for divisional events,  
including designing and developing multi-media presentations. I designed forms,  
displays, newsletters and pamphlets and other promotional material. I assisted staff with  
following corporate standards for file storage, retrieval and disposal. As the Records  
Assistant I maintained the records management system. I worked in Microsoft Office  
software, including Word, Excel and Powerpoint.

ACCOUNTS PAYABLE CLERK, REGION OF WATERLOO – AUGUST 2008 - JANUARY 2009

In the Accounts Payable Clerk position I was a liaison between vendors and client departments to ensure all invoices were processed in a timely manner. I reconciled discrepancies by conducting follow-up checks on accounts, and corresponding with vendors and department staff. This role helped me improve my organizational and problem-solving skills.

OCCASIONAL TEACHER, HURON PERTH CATHOLIC SCHOOL BOARD – JUNE 2005- JUNE 2008

I filled in for kindergarten to grade eight, Music and French teachers on short- and medium-term assignments. I completed report forms for subject teachers. I also instructed students individually and in small groups, using various teaching methods such as lectures, discussions and demonstrations.

ESL WORKSHOP FACILITATOR, BUSINESS GROWTH AND TRAINING – JULY 2008 - AUGUST 2008

In the summer of 2008 I was responsible for planning and coordinating a 'yearbook' workshop for 20 English immersion students from Quebec. I organized photography lessons and made arrangements for extracurricular activities for the group. I assigned workloads in order to produce, sell and distribute the yearbooks before the end of the summer.

## VOLUNTEER

---

WILMOT SOCCER DISTRICT SOCCER CLUB - SUMMER 2021

Volunteered as the head soccer coach for the Under 10 boys Red soccer team for 2021 summer season. I set up drills based on the level of the team. I set up fun activities that also challenged the players. I emphasized the importance of putting in the work while maintaining a positive and encouraging attitude.

CANADIAN ASSOCIATION FOR SUICIDE PREVENTION – MARCH 2013 - SEPTEMBER 2014

I had the pleasure of volunteering with the CASP association. This organization does important work to unite communities, governments and organizations to work on preventing death by suicide. I updated their website on a weekly basis and participated in local events to help raise awareness around the stigma of discussing mental health. I participated in their monthly meeting and met people who dedicate their lives to this important issue.

NORTH EASTHOPE PUBLIC SCHOOL – JANUARY 2017- PRESENT

I read with kindergarten students in my sons class to help them gain confidence and fluency in reading. I discuss a number of strategies with the students to help move them

towards reading independently.

## EDUCATION

---

- **Kindergarten, Part 1** (2021). Queen's University.
- **Learning and Teaching through E-Learning** (2021). Queen's University.
- **Special Education, part 1** (2007). Queen's University.
- **Graduation Diploma in Education** (2004). Murdoch University, Perth
- **Bachelor of Arts and Science** (2003). Anthropology Major. University of Toronto, Toronto.

## REFERENCES

---

- **Tana Nash**, former President of the Canadian Association of Suicide Prevention and Executive Director of Waterloo Region Suicide Prevention Council
- **Sharlene Sedgwick-Walsh**, Director of Healthy Living, Region of Waterloo
- **Jackie Hundt**, Staff Accountant, Turner Moore LLP

All available upon request.