

Sabrina Tochkov

Gatineau, QC, J9H 1T9 | (613) 266-0175 | sabrina.tochkov@gmail.com

GENERAL SKILLS

- Fluent spoken and written English, French and Bulgarian
- Tutoring math (online/in-home)
- Customer service
- Problem-solving
- Organization and punctuality

EDUCATION

Cégep Heritage College

DEC in Computer Science

SEPT 2022 - MAY 2025

Intensive 3-year career program designed to prepare students for the programming industry.

Cégep Heritage College

DEC in Science

COMPLETED MAY 2022

Dean's roll for all semesters.

École Secondaire Grande-Rivière

International Baccalaureate (IB)

COMPLETED JUN 2020

Advanced education program (IB) with high-level math and science.

TECHNICAL SKILLS

- Installing, configuring, and troubleshooting computer hardware/software
- HTML5, CSS3, JavaScript, Java, Python & Bash
- Git & GitHub

CERTIFICATIONS & AWARDS

Google IT Automation with Python Professional Certificate

IN PROGRESS

Waterloo Canadian Senior Math Contest: Certificate of Distinction

NOV 2022

CRLA Regular Tutor Certificate

MAY 2022

EXPERIENCE

Tutorax - Math Tutor

MAY 2022 - PRESENT

- Tutored 7 students in Math, grades 5 to 10 (communicating in French and English).
- Developed handouts, study materials and quizzes to help reinforce taught concepts.
- Taught students study skills, note-taking skills and test-taking strategies.
- Used positive reinforcement techniques to encourage and build confidence in students.

Subway, Gatineau QC - Sandwich Artist

MAY 2021 - OCT 2021 | MAY 2022 - DEC 2022

- Performed personnel activities such as supervising and training employees.
- Ensured quality customer service in a fast-paced environment.
- Worked independently in front and back of the restaurant.
- Monitored and ordered supplies and food items to maintain inventory.

EXPERIENCE (CONTINUED)

Cégep Heritage College, Gatineau QC - Volunteer Calculus Tutor

SEPT 2021 - MAY 2022

- Tutored 4 students in Calculus II course (integral calculus).
- Developed and completed study packages with students before tests.

St-Paul's Evangelical Lutheran Church, Ottawa ON - Administrative Assistant

JUN 2018 | JUL 2019 | JAN 2020

- Wrote, edited and printed service folders for biweekly church services.
- Established professional and collaborative working relationships with pastors and members of the congregation.
- Developed office administration skills and mastered phone etiquette.
- Coordinated church events and posted announcements (Bible studies, Youth Activities).

Tim Hortons, Gatineau QC – Team Member

APR 2018 – NOV 2018