Sabrina Tochkov

Gatineau, QC, J9H 1T9 | **(613) 266-0175 |** [sabrina.tochkov@gmail.com](mailto:sabrina.tochkov@gmail.com)

horizontal line

**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