

Petya STAYKOVA

34, Boulevard Brunswick, app. 310
Dollard-des Ormeaux (Québec) H9B 2N8
Cell. : 438 985-7209
E-mail: pk.staykova@gmail.com

Skills:

- Fluency in English and French
- MS Office
- MATLAB
- Ability to multitask, work under pressure and adhere to deadlines
- Capability to work with other team members effectively
- Ability to work in a fast-paced environment
- Strong organizational skills

Experience:

**Corporate Security Agent at Ericsson Canada
Securitas Canada Limited**

March 2014 - Presently

- Receptionist / Customer Service
- Administrative Duties

**Shift Lead - Security
GARDA, Sun Life Building, Montreal**

June 2013 - March 2014

- Responsible for the security operations during the weekend shift
- Report to the Facilities Supervisor in case of emergency

**Forensic Document Examiner
Border Police Headquarters, Bulgaria**

Oct 2011 - Oct 2012

- Examine official travel documents
- Prepare reports for false and counterfeit documents for the border checkpoints and detailed, official reports to the court
- Organize training courses of verifying false documents for the needs of Ministry of Interior and Ministry of Foreigner Affairs
- Add information in system FADO (False and Authentic Documents on line)
- Participation in European Union work group "Frontier / False Documents" and Frontex project "Reference Manual" for false and counterfeit documents
- Project "National Centre for Examination of False and Counterfeit Documents"

Border police officer

May 2006 - Oct 2011

Sofia International Airport, Bulgaria

- Securing flights and control the pre-boarding baggage and passengers
- Detecting and recognize false and counterfeit passports
- Luggage and physical scanning

Quality Control/Lab Technician

Oct 2005 - April 2006

Terem - Letec Ltd, Bulgaria

- Conduct quality control test
- Prepare laboratory reports
- Maintain laboratory reagent inventory
- Maintain laboratory instruments to ensure proper working order
- Evaluate laboratory safety procedures to ensure compliance with standards
- Provide additional support in the plant such as sampling, distillation, customer communication, perform administration duties

Chemical Engineering Intern

May 2004 - Sept 2004

Kremikovtzi AD, Bulgaria

- Process performance monitoring
- Helping with various sample collection and analysis as required
- Coke oven gas treatment

Education:

Graduate Certificate in Chemical Engineering

Concordia University, Montreal, QC

Pursuing

Bachelor of Science in Chemical Engineering

University of Chemical Technology and Metallurgy, Sofia, Bulgaria

Graduated July 2005

REFERENCES ARE AVAILABLE ON REQUEST