

ANGELO IVAN MEJIA

North York, Ontario M2R 2A3
647 926 6365 - gelomeji4@gmail.com

EDUCATION

Expected in 12/2024	Ontario College Advanced Diploma: Computer Programming & Analysis Seneca College of Applied Arts And Technology - North York, ON
06/2021	High School Diploma Brebeuf College School - Toronto, ON

PROFESSIONAL SUMMARY

Enthusiastic and eager to contribute to team success. Flexible worker, able to clearly understand and accomplish tasks efficiently. Motivated to improve skills while maintaining a good representation of customer service. Capable of working independently and skillfully.

SKILLS

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|------------------------------------|----------------|
| • Volunteer Recruitment | • MS Office |
| • Teamwork and Collaboration | • Data Entry |
| • Verbal and Written Communication | • Google Suite |
| • Computer Skills | |

PROFESSIONAL EXPERIENCE

Volunteer **Fast-A-Ton**

- Assisted with special events or programs.
- Maintained clean, neat and operational facilities to serve program needs.
- Used strong interpersonal communication skills to convey information to others.
- Supported engaging, fun and smooth-running events by helping with organization and planning.

After-school Tutor **Brebeuf College School**

- Motivated students towards learning and studying to build self-confidence and reduce fear of failure.
- Supported students with helpful study habits and exam strategies.
- Planned lessons for allotted time to strengthen weak subjects and build skills.
- Tutored struggling, average and advanced students in Mathematical course materials.