

# MATT LEVERE

## COMPUTER PROGRAMMING STUDENT

 Mattlevere@hotmail.com  
 (519) 701-5237  
 **Mattlevere.info**  
 [www.linkedin.com/in/  
matt-levere-890917206](https://www.linkedin.com/in/matt-levere-890917206)

### PROJECTS

Personal Portfolio

<https://www.mattlevere.info/>

### STRENGTHS

- Programming
- Web Design (HTML , CSS, and JavaScript)
- Game Design
- Creative problem solver
- Pragmatic and results oriented
- Strong attention to detail
- Analytical Thinking
- Communication
- Customer Service
- Networking

### EDUCATION

#### COMPUTER PROGRAMING and ANALYSIS

Advanced Diploma

Fanshawe College Class of 2024

#### FITNESS AND HEALTH PROMOTIONS

Diploma

Fanshawe College Class of 2020

### SKILLS

Proficient in JavaScript, React, SQL, HTML5, CSS3, Node.js

Working knowledge of C++, C#, .NET, NoSQL, Java

Strong competencies with VS Code, Visual Studio, and Android Studio

### RELEVANT WORK EXPERIENCE

- Created PowerShell scrips to automate checklist tasks – Was able to decrease a manual two-hour task down to minutes **IT Specialist(CO-OP)**  
Jan 2023 – April 2023
- Oversee Maintenance backup, securing database, as well as retrieve files for companies' staff and clients
- Research and stay up-to-date on new technologies and methodologies
- Backup laptops to an external hard-drive
- Technical support for company staff and clients
- Write and maintain technical manuals and documentation
- Provide Helpdesk IT support and triage tickets for companies' staff and clients **IDS/Beyond Technology Inc.**  
London, ON
- Install and configure security cameras and NVRs on-site

### WORK HISTORY

- Provide excellent customer service **Crew Member**  
Aug 2023-Present
- Maintain 100% cash drawer accuracy
- Multitasked and fulfilled orders in a timely fashion **McDonalds**  
St. Thomas, ON
- Always keep stock levels appropriate

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## COMPUTER PROGRAMMING STUDENT

### WORK HISTORY continued

- Provided excellent customer service
- Worked with clients to understand health history and future goals to develop tailored and effective programming
- Kept up to date with sales techniques and personal training principles
- Instructed clients on proper equipment use, as well as exercises to do at home.

**Certified Personal Trainer (Level 2)**  
April 2020 – June 2021

**GoodLife**  
London, ON

- Provided hospitality by greeting visitors/members upon arrival, helped and answered questions to build support and retention.
- Increase membership enrollment
- Helped to maintain equipment and general gym cleanliness
- Inventory management

**Front Desk Associate**  
Sept 2021 – Dec 2022

**Fit4Less**  
London, ON

- Greeted customers in a friendly and courteous manner, taking accurate orders
- Delivered excellent customer service and standards to all customers
- Maintained Inventory
- Cash management
- General housekeeping
- Effectively coached and assisted with the development of new staff members
- Keyholder, was responsible for opening and closing restaurant.

**Crew Member**  
Nov 2018 – 2021  
June 2016 - 2017

**Wendy's Restaurant**  
London, ON

### HOBBIES



Projects



Fitness



Hockey



Cooking



Gaming



Music

### REFERENCES

Upon request