

MATT LEVERE

COMPUTER PROGRAMMING STUDENT

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 PROGRAMMING and ANALYSIS

Advanced Diploma

Fanshawe College Class of 2024

FITNESS AND HEALTH

PROMOTIONS

Diploma

Fanshawe College Class of 2020



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Mattlevere.info



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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 scripts to automate checklist tasks – Was able to decrease a manual two-hour task down to minutes
- 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
- Install and configure security cameras and NVRs on-site

IT Specialist(CO-OP)

Jan 2023 – April 2023

IDS/Beyond Technology Inc.
London, ON

WORK HISTORY

- Provide excellent customer service
- Maintain 100% cash drawer accuracy
- Multitasked and fulfilled orders in a timely fashion
- Always keep stock levels appropriate

Crew Member

Aug 2023-Present

McDonalds

St. Thomas, ON

MATT LEVERE

COMPUTER PROGRAMMING STUDENT

WORK HISTORY continued

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- 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
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- 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
- GoodLife
London, ON
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- 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.
- 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

REFERENCES

Upon request



Cooking



Gaming



Music