

# MATT LEVERE

 Mattlevere@hotmail.com  
 (519) 701-5237  
 Mattlevere.info  
 www.linkedin.com/in/matt-levere-890917206

## PROJECTS

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Personal Portfolio

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

## STRENGTHS

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- 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

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### COMPUTER PROGRAMMING and ANALYSIS

Advanced Diploma

Fanshawe College Class of 2024

### FITNESS AND HEALTH

### PROMOTIONS

Diploma

Fanshawe College Class of 2020

## SKILLS

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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

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- Created PowerShell scripts to automate checklist tasks – Was able to decrease a manual two-hour task down to minutes
- Oversaw Maintenance backup, securing database, as well as retrieving files for companies' staff and clients
- Research to 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

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- 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

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## 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

**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

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Projects



Fitness



Hockey

## REFERENCES

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**Upon request**



Cooking



Gaming



Music