

Jonathon Cheng

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EDUCATION

University of Toronto - Bachelors in Environmental Science **September 2016-Present**
Middlefield Collegiate Institute, Markham Ontario – High School Diploma **July 2016**

WORK EXPERIENCE

School Volunteer **October 2014- June 2015**

York Catholic District School Board, St. Francis Xavier, Markham, Ontario

- Assisted in helping teachers prepare classroom activities
- Maintained a clean and orderly classroom and completed other general cleaning duties, such as mopping the floor
- Made sure that the children were behaving
- Enforced rules and regulations strictly whether they were applied to parents or students
- Supervised children during recess to avoid potential fights or running away

Mechanical Assemble **April 2017 – August 2017,**
May 2020 – December 2021

Microart Services Inc.

- Associated with coworkers who can speak both English and Cantonese
- Worked on more complex assembling which required multiple steps
- Handled various machines to complete complicated tasks given
- Responsible for keeping track of the amount of products that were handled
- Maintained a clean workspace and completed other general cleaning duties, such as sweeping the floor and emptying trash cans

Tester/Technician

Microart Services Inc.

- Associated with coworkers who can speak both English and Cantonese
- Learned basic testing procedures
- Handled different types of fixtures/models
- Responsible for keeping track of the amount of products that were handled
- Maintained a clean workspace and completed other general cleaning duties, such as sweeping the floor and emptying trash cans

RELEVANT SKILLS

Problem Solving Skills

- Works towards solving a problem rather than to find the person that is responsible for it
- Fast at adapting to new materials learned
- Completes tasks assigned both proficiently and efficiently
- Fast and accurate mental math skills

Communication Skills

- Clearly addresses any problems that have arose before they get too difficult to fix
- Seeks clarifications for tasks when the task seems problematic
- Can communicate orally to others in both English and Cantonese
- Asks how to improve upon a situation so that a more ideal situation can be made in the future
- Patient and friendly when talking to others

Organization Skills

- Ensured that workspace is always organized back to how it was before
- Establishes both clean and maintained workspace regardless of the condition before hand
- Consistently has a plan for how task(s) would be carried out in the future before hand
- Always diligent with deadlines and works both efficiently and effectively during the time spent
- Able to coordinate with coworkers with tasks given

Computer and Internet Skills

- Well versed with both typing and researching content online
- Able to program in Scratch, Turing, and Java
- Knowledgeable on basic computer problems that occur