

MATT LEVERE

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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
- 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 **IDS/Beyond Technology Inc.**
London, ON
- Install and configure security cameras and NVRs on-site

WORK HISTORY

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

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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