

SHEVONNE MATEO

HIGHLIGHTS OF QUALIFICATIONS

- Initiative-taking and dependable worker who completely follows instructions, emulates a self-motivated individual, and is reliable to efficiently complete tasks independently or collaboratively.
- Addresses and observes details of projects precisely while applying strong organizational skills.
- Establishes an enthusiastic learner who is confident in solving problems and determines unique solutions.
- Adapts to quick paced environments while engaging with associates to maintain positive work environment.
- Possesses strong communication, written, and multitasking skills; McDonald's engraved a great work ethic.

WORK EXPERIENCE

Crew Worker | McDonald's | Apr. 2017 – Current

- Managed a double window drive thru in a high-volume store while ensuring complete satisfaction
- Enhanced great time management skills to improve waiting time in the restaurant and drive thru
- Resolved challenging issues under pressure while ensuring co-workers, managers, and customers are content
- Relayed order information to kitchen staff using POS and ensuring orders are correct



mateos@sheridancollege.ca



www.linkedin.com/in/shevonne-mateo



275 Manse rd.
Unit 63, Toronto,
ON



(647) 517-2263

EDUCATION

**Advanced Diploma in Architectural Technology
Co-op Program**

Sheridan College | Sept. 2019 – April 2022

PROJECTS

Architectural Studio 2: Two-story House

| Jan. – Apr. 2020 |

- Produced a representative set of residential working drawings that include site plan, floor plans, elevations, sections, floor and roof framing diagrams, and various details
- Applied zoning by-law requirements of a given site (i.e., following the OBC) and client's request
- Created a design layout for a residential site that responds to existing environmental conditions of topography, solar orientation and wind pattern

Architectural Drafting 1: Custom Client's House

| Oct. – Dec. 2019 |

- Referenced a house on Archdaily weblog to practice drafting floor plans, elevations, and cross sections
- Formed a document with design information as well as calculating estimate area cost on excel

SHEVONNE MATEO

VOLUNTEER EXPERIENCE

Kids Ministry Teacher | Catch the Fire Scarborough | Sept. 2015 – Dec. 2017

Followed a curriculum to teach children religious stories and lessons.

Volunteer Helper | TDSB – Joseph Brant P.S. | Sept. 2015 – Sept. 2017

Assisted school year preparation to a number of teachers. Organized gym

Guest Greeter | Epilepsy Toronto | Sept. 2016

Invited people from the street to the festival.
Guided guests around the festival for assistance.

Volunteer | SickKids Foundation – Heat Wave Volleyball Tournament | July 2016

Guided teams to their assigned court. Helped set up and take down nets.

HOBBIES AND INTERESTS

- Interested in designing a youth facility in Scarborough
- Kickboxing
- Arts (i.e., playing the ukulele, sketching, and painting)

PROJECTS

Building Materials Course: House Framework Project | Sept. – Nov. 2019 |

- Produced framework for a two-story house model scaled ¼" = 1'-0" wooden studs and stiff foam foundation
- Implemented specific house features (e.g., bay window, cantilever, and gable roof)

ACHIEVEMENTS

Assistant Stage Manager | Sir Oliver Mowat C.I. | Sept. 2015 – June 2018

- Organized and scheduled rehearsals for plays, musicals, and music festivals
- Programmed que-to-que actions for stage/house lights; was the lighting and sound operator for school events
- Managed the cast and crew for callout transitions

Cultural Councilor Co-president | Sir Oliver Mowat C.I. | Sept. 2018 – June 2019

- Planned and organized events (e.g., annual cultural luncheons and Black History Month Assembly)
- Cultural luncheon: fundraised \$800+ towards The Global Medic Organization
- Samosa/baked goods sale: fundraised \$600+ towards The Doctors without Borders Non-profit Organization
- Created an aesthetic display case to commemorate different culture's traditions and customs every month

Ontario Scholar | Sir Oliver Mowat C.I. | Sept. 2015 – June 2018

- Achieved an average grade of 80% + successfully

References available upon request