2021 – 68 Corporate Drive

**Jeffery Cheung**

Scarborough, Ontario M1H 3H3

Home: 416-321-5085 Cell: 647-888-3971

 jcheung\_82@hotmail.com

**TECHNICAL SKILLS**

|  |
| --- |
| * Bilingual: English & Cantonese
* Excellent written and verbal communication skills
* Friendly and enthusiastic, as well as, imaginative and creative
* High level of patience and organizational skills
* Ability to give clear instructions which others can easily follow
* Standard First Aid and CPR (Level ‘C’) Certificate, Canadian Red Cross
* Youth Justice Training Certificate, Ministry of Children and Youth Services
* Computer Literate – Windows, MS Office, Adobe Reader, web browsers, etc.
* Achieved 1st Degree Black Belt, John’s Tae Kwon-Do School
* Provincial driver’s license with clean driving record – Class ‘G’ and Class ‘M2’

EDUCATION**York University** Toronto, Ontario B.A. Psychology degree **Seneca College of Applied Arts and Technology** Toronto, Ontario General Arts & Science diploma |

## WORK EXPERIENCE

**Toronto Community Housing Corp.** Toronto, Ontario

**Parking Enforcement Officer January 2008 - Current**

* Enforce non-moving parking by-laws; investigate violations relating to private property, fire route, large/heavy vehicles and accessible parking by-laws
* Ensure illegally parked vehicles are dealt with in an appropriate manner including issuing Parking Infraction Notices, posting warning notices on vehicles, and/or towing
* Demonstrate conflict resolution skills when dealing with irate tenants and visitors when responding to complaints and general inquiries regarding parking control in a prompt and courteous manner
* Demonstrate teamwork by assisting Special Constables and Community Patrol Officers with calls such as domestic, break and enter, fire alarms, neighbour disputes, etc.
* Building harmonious relationships with other City departments, public and outside agencies on an on going basis to respond to parking complaints received
* Prepare investigation records for submission in court, and testifies on behalf of the City when necessary
* Write detailed reports - shift and occurence reports, and parking runsheets

**My First Preschool** Toronto, Ontario

**Teacher Assistant September 2006 – January 2008**

* Actively encourage children’s progress in all areas of development (ie. language skills, social skills), types and stages of play, by interaction and extension of play activities
* Assist in setting up and clearing away of all activities and equipment
* Ensure high standards of hygiene and safety are maintained at all times
* Assist with curriculum planning, policy writing and record keeping as requested and led by the teacher
* Encourage the participation and involvement of all parents of children attending the pre-school
* Ensure all information received concerning the children is kept confidential at all times

|  |
| --- |
| **Brain Child** Toronto, Ontario |
| **English & Math Tutor Nov. 2005 – September 2006*** Assisted students to identify achievable study skills objectives
* Responded to the individual's academic needs of the student
* Used good listening and assessment skills to determine the student’s learning style
* Established a professional and supportive relationship with the student
* Referred students to appropriate service if problems identified are not academic; i.e. Counselling, Financial Aid, Student Health Clinic, etc.
* Ensured student and tutor confidentiality
* Followed all policies, guidelines, procedures and administrative functions of Brain Child

**VOLUNTEER EXPERIENCE**

|  |
| --- |
| **Ministry of Children & Youth Services** Toronto, Ontario **Youth Justice Volunteer Program May 2007 – October 2007*** Worked cooperatively in a team environment with other volunteers to run community based awareness programs such as Anti-Racial Awareness Program, Victim Impact Awareness Program, Anger Management, etc.
* Alongside a Probation Officer, assisted in monitoring the process of youth offenders who are participating in an extrajudicial sanction program
* Maintained strict client confidentiality, as per the policy and procedure guidelines, including volunteers and staff

**Reidmount Heritage Language School** Markham, Ontario**Teacher Assistant December 2006 – May 2007*** Aided teachers with various classroom projects and activities, as well as, supervision of students,

teaching specific chapters/units, marking tests, etc.* Helped develop new strategies to make students more involved with lectures
* Supportively assisted with the composition of the curriculum

**2006 Master Myung’s Taekwondo Championship** Scarborough, Ontario**Taekwondo Tournament Volunteer October 28, 2006*** Successfully recorded participants’ name to an official competition tree sheet to ensure

 accurateand impartial sparring matches* Diligently calculated and documented participants’ scores in pattern events
 |
|  |

 |