

Devan Potter-Bonar

A creative, passionate, results-oriented team player.

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SUMMARY

Completing the University of Toronto Coding Bootcamp to become a Full Stack Web Developer. With experience in retail and at the Bonar Institute for Purposeful Leadership, I have a penchant for creative problem solving and design. Applying a mobile first approach to the web apps I produce, I strive to provide a convenient and user-friendly front-end experience.

RELEVANT EXPERIENCE

Bonar Institute for Purposeful Leadership, Ottawa, Ontario — *Director, Administration & Operations*

JANUARY 2015 - PRESENT

As Director, Administration & Operations, wide-ranging duties including:

- Developing a cohesive brand design across platforms
- Creating marketing materials in print, online and on our app
- Developing methods to facilitate client interaction and ease the collection of information to complete mandates
- Completing data entry

PROJECTS

Mobile app development — *Bonar Institute for Purposeful Leadership App for Android and iOS*

MARCH 2019 - PRESENT

Providing artistic direction and materials to developers to populate the Bonar Institute's recently launched mobile app:

- Registering developer profiles for the Bonar Institute
- Coding in html5, selecting photos and designing graphics to showcase our brand experience within the app
- Evolving the brand to reflect app design flourishes
- Liaising representatives of the app design company to articulate our vision and iron out issues as they arise
- Entering content

SKILLS

Excellent Customer Service skills

Strong teamwork skills

Robust writing, editing, public speaking and research skills

Website coding in HTML5 and graphic design using Gimp

Training in making applications in Ruby/Rails

Microsoft Office – Proficient

LANGUAGES

English (fluent)

French (functional)

Website enhancement and upkeep — Bonar Institute for Purposeful Leadership

NOVEMBER 2015 - PRESENT

Enhancing a Squarespace template to increase the functionality, content and user-friendliness of the Bonar Institute website:

- Producing graphics and other promotional materials for the Bonar Institute websites (both English and French)
- Creating modals and customizing navigation of the site
- Ongoing upkeep

ADDITIONAL EXPERIENCE

Shoppers Drug Mart, Ottawa, Ontario — Receiver

APRIL 2016 - PRESENT

As the receiver, duties including:

- Supporting the management team by ordering products for the location and managing staff in their absence
- Creating positive relationships with vendors and taking the lead on inventory and backroom management
- Driving sales by taking on customer service and cashier management roles, as required

Shoppers Drug Mart, Ottawa, Ontario — Cashier Supervisor

JANUARY 2012 -APRIL 2016

As the Cashier Supervisor at two locations, I was often the first management figure to interact with customers and ensure positive shopping experiences by:

- Supervising cashiers resolving issues as they arose
- Ensuring exemplary customer experience
- Troubleshooting technical difficulties
- Promoting customer loyalty, and addressing staffing and maintenance issues as they arose
- Preparing the daily store deposits

Shoppers Drug Mart, Ottawa, Ontario — Cashier

JANUARY 2012 - NOVEMBER 2012

As a cashier my role involved creating strong relationships with our customers. Basic tasks included:

- Facilitating a positive customer experiences by describing and suggesting products and otherwise fostering a customer relationship growth
- Processing product sales

EDUCATION

Universty of Toronoto, Toronto, Ontario — *Coding Boot Camp*

May 2019 -Present

Carleton University, Ottawa, Ontario — *Coursework towards a Bachelor of Arts in Political Science*

SEPTEMBER 2006 - JULY 2011

REFERENCES

Available upon request