

DOUGLAS KEN RAYMOND

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Education

Bachelor of Computer Science, Major

(2012 - Present)

Carleton University, Ottawa, Ontario, Canada

Cambridge International AS levels / Cambridge IGCSE

(2012/2010)

Cambridge International School, Dubai, UAE

Computer Based Skills:

- Software Development
- Can program proficiently in Java, C, C++ (acquired through the completion of several group & individual projects.)
- MS Access & SQL database creation, design, querying & reporting
- Advanced Excel / pivot tables & graphic visualisation techniques
- Infographic creation & interpretation
- Comfortable with Windows/Linux OS environment including MS Office package
- Hardware/ Network troubleshooting

General Skills:

- Proficient knowledge of Retail operations & Stock Management
- Time Management, Communication Skills, Leadership qualities, Team skills

Work Experience

Market Research Interviewer

(2016-Present)

Elemental Data Collection Inc. Ottawa

Roles and Responsibilities:

- Conducted computer based interviews over the telephone with a wide variety of North Americans
- Followed project specifications with a high level of accuracy and integrity
- Maintained company dialing standard
- Ensured confidentiality of all collected data
- Exercised courtesy and professionalism to all respondents
- Performed other duties as assigned by management

Archives Clerk

(2012-2015)

Philrays International, Dubai

Roles and Responsibilities:

- Assisted in Website development
- Database Management
- Stock Management & Delivery on daily basis to two "feetlab" stores (The Dubai Mall & The City Centre outlets)
- Cash collection & bank depositing, monitoring cash sales & cash float at both stores.

Projects

Proposed design for an Electric-Assist Bicycle

(2013)

- Delivered weekly presentations & produced several reports outlining the physical limitations & requirements for an ideal Electric Assist Bicycle.
- Worked in a group specialized in body design, shape & size, interior adaptability, materials for the outer shell & electrical housing, frame dimensions & a locking mechanism.
- Collaborated with a group of 25+ engineering students.

Awards and Specifications

- Completed “Workplace Hazardous Material” Information Session and “Work Smart” safety training - Carleton University.