

## **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.