**DOUGLAS KEN RAYMOND**  
3325 Uplands Drive, Unit #145, Ottawa, Ontario K1V 9X6, Canada  
**Receiver:** +1 819 665 9260 **|** **Envelope:** [douglas.raymond@hotmail.com](mailto:douglas.raymond@hotmail.com)   
 **Website:** <https://douglas-raymond.github.io/> **| GitHub:** <https://github.com/douglas-raymond> | **LinkedIn:** <https://ca.linkedin.com/in/douglaskenraymond>

**Education**

**Bachelor of Computer Science, Major (Degree issued Feb 15th) (2012 – 2018)**  
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 knowledge / pivot table & graphic visualization 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**

**Material Handler (2018-Present)**  
**XPO Logistics Ottawa**  
 **Roles and Responsibilities**:

* Verifying pieces and piece count of orders received from IKEA
* Creating tags for verified orders
* Loading trucks with product either for delivery directly to customers or to different warehouses to be stored for later delivery
* Routing deliveries for trucks based on proximity
* Preparing manifests and documenting the transportation of product

**Sales Advisor (2018-2018)**  
**Club Demonstration Services (Costco) Ottawa**  
 **Roles and Responsibilities**:

* Educated customers on product specifications, explaining usage and recommended quantity
* Outline key product benefits and USPs
* Maintain a clean environment to prepare and serve products

**Market Research Interviewer (2016-2017)**  
**Elemental Data Collection Inc. Ottawa**  
 **Roles and Responsibilities**:

* Conducted computer based interviewers 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.