

Co-op & Career Centre
Resume Gallery

School of Media & Design

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Ryan O'Conner

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EDUCATION

Bachelor of Digital Marketing Communication (Honours)

Sept 2022-Present

Algonquin College, Ottawa, ON

- Dean's Honors List 3.78/4.00 GPA
- Class Representative

Communication and Media Studies Degree

Carleton University, Ottawa, ON

PROGRAM-RELATED SKILLS

- Create, evaluate and improve digitally-focused communications campaigns through the use of analytics and marketing communications research
- Determine which media outlets and methods are best suited for the audience, product, message, and locale
- Create and carry out a marketing communication and media plan on your own or with others
- Within local, national, and international corporate contexts, develop, manage, and carry out communications strategy
- Present marketing communications and media proposals to diverse stakeholders and convince them of their merit
- Create plans and strategies for your personal and professional life to help you adapt to change and stay current in your field
- Participate in the decision-making process in an inventive and creative manner.
- Find and use discipline-specific techniques that benefit the local and global communities through social responsibility, financial stability, and environmental awareness
- Analyze multiple research inputs to create sound communications strategies

WORK EXPERIENCE

Warehouse Employee

May 2016- Jan 2018

- Loaded, unloaded, and moved material to and from storage and production areas
- Cleaned and maintained the warehouse in compliance with OSHA safety standards
- Labeled and accurately moved customer orders to meet shipment timetables and minimize errors
- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free

- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies
- Acknowledged safety issues and contacted shift supervisor regarding concerns and for quick resolution

Customer Service Representative

June 2017- May 2020

Walmart, Ottawa, ON

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Offered advice and assistance to customers, paying attention to special needs or wants.
- Responded to customer requests for products, services, and company information.
- Developed community reputation through a commitment to customer satisfaction and strong client relationships.
- Processed customer returns and purchases through the form of debit, credit, cash, and store credit

VOLUNTEER EXPERIENCE

Class Representative

Algonquin College, Ottawa, ON

- Stayed in touch with students regularly to learn about their experiences and issues
- Participated in monthly meetings to share concerns, thoughts, and opinions.
- Gathered facts, concepts, and interesting subjects to present to the executive board
- Kept up with school regulations and informed students of information and guidelines

Cody Lamoureux

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EDUCATION

Bachelor of Interior Design (Honours) | Algonquin College
2022– Present

Diploma in Architectural Technology | Collège La Cité
June 2017

SKILLS

- AutoCAD
- Revit
- Adobe Suite
- Microsoft Office
- Technical Drawings
- Lumion
- Presentation Drawings
- Critical Thinking
- Time Management
- Organization

EXPERIENCE

Junior Project Designer | Department of Justice
June 2020 – Jan 2021

- Managed small architectural and interior reconfigurations, including conceptual layouts and designs
- Co-ordinated designs that involved working with clients to meet their requirements
- Managed tenant services requests and ensured that tasks were completed in a timely manner
- Optimized design skills and knowledge of design trends in the corporate sector
- Developed verbal and written communication skills to respond to client inquiries efficiently

Architectural Technologist | Excel HR
Oct 2019 – Jan 2020

- Developed, organized, and compiled construction contract documents
- Analyzed building codes, by-laws, space requirements, site requirements, and other technical documents and reports

CO-CURRICULAR ACTIVITIES

Class Representative | Algonquin College Students' Association
Sept 2022 – Present

- Gather program-related feedback from peers to communicate the issues and challenges with the program coordinator
- Effectively communicate program-related information to peers regarding volunteering opportunities and courses.

Program, Student Mentor | Algonquin College Students' Association
Sept. 2022 – Present

- Build a support system with new students entering the Bachelor of Interior Design program
- Provide program-related information and answer students' questions and concerns regarding course-related assignments

PROFESSIONAL AFFILIATIONS

- Student Designer, ARIDO
- Student Designer, IDC

LANGUAGES

- Fluent French
- Fluent English

JAMIE KURTIS

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SKILLS

- Strong verbal and written communication
- Strong interpersonal skills
- Proficient in AutoCAD and Revit
- Strong skills in Outlook, Word, PowerPoint, and Excel
- Basic knowledge of Photoshop, Illustrator, InDesign, Acrobat, and Premiere Pro
- Familiar with Ontario Building Code

AFFILIATIONS

Association of Registered Interior Designers of Ontario – Student Member

September 2020 – Present

EDUCATION

Bachelor of Interior Design

Algonquin College
2022-Present

WORK HISTORY

Design Student

Export Development Canada
May-August 2022

- Assisted designers and architects with administrative tasks such as taking equipment inventories, creating sample layouts, photocopying, measuring, and taking meeting notes
- Assisted in the design and updating of electronic floorplans using AutoCAD
- Liaised with outside vendors, ensuring their requests were fulfilled in a timely manner

Fashions Sales Assistant

Centura Floor and Wall
February 2021-April 2022

- Greeted customers and helped with selecting merchandise, finding accessories, and completing purchases
- Answered client questions related to product and design knowledge of various tile, hardwood, laminate, quartz, and other material products
- Used consultive sales approach to understand customer needs and recommend relevant offerings
- Opened new merchandise and stocked sales floor, racks, and shelves.

RYAN HILL

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EDUCATION

Interactive Media Design Diploma | Expected graduation: 2024

Algonquin College, Ottawa ON

Journalism Diploma | April 2018

Algonquin College, Ottawa ON

- Achieved Dean's Honours List all four semesters

Bachelor of Communications | April 2014

Carleton University, Ottawa ON

PROGRAM-RELATED SKILLS

- Ability to use HTML, CSS, and JavaScript, as well as advanced principles in UX and UI design
- Completed class projects which involved designing websites for mobile, tablet, and desktop, and overhauling older websites to make them more user-friendly and visually appealing
- Worked extensively with Adobe Creative Suite software for the design of logos, corporate branding guides, photo essays, and employee profiles, as well as video and photography projects
- Used the content management systems Drupal, Joomla, and WordPress to create visually appealing websites for a photography business
- Integrated various communications theories to study the effects of mass communications on populations

WORK EXPERIENCE

Communications Consultant | May 2020-Present

Eli Lilly, Ottawa ON

- Developed a comprehensive communications plan for a Russell, Ont.-based medical cannabis production company
- The plan identified key stakeholders and included situational analysis, messaging, a communications platform, and a roll-out strategy
- Heavily researched communications strategies of other Canadian and American medical marijuana production companies and gained expertise in how those companies announced their presence, as well as how their respective communities responded to such announcements

- Created a robust social media strategy to inform potential customers about the company's presence, services, and line of products

Multimedia Journalist | May 2019-April 2020

Postmedia Network Inc., Banff, Alberta

- Covered issues pertaining to the Bow Valley, which includes the communities of Banff, Canmore, Lake Louise, Exshaw, and Morley, and performed occasional duties of Acting Editor as needed
- Stories received nation-wide circulation in the Postmedia chain of newspapers
- Wrote profiles on local companies for small business publications. These stories were advertorials written to promote the businesses
- Used the content management system Fat Wire to post content on the newspaper's website
- Determined which articles would be of importance to our readers and positioned them on the web page according to their significance to the community
- Became proficient in Adobe InDesign and other Adobe Creative Suite software to digitally lay out all content in the newspaper for publication

Intern Reporter | March-April 2018

Ottawa Sun, Ottawa ON

- Wrote articles and researched stories on the federal government for the newspaper's online and print editions
- Covered national stories of interest on topics such as anti-radicalization, misbehavior of Parliamentarians, and Bill C-51

CHRISTINA YANG

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EDUCATION

Interactive Media Design Sept. 2021-Present

School of Media and Design, Algonquin College, Ottawa ON

- Dean's Honours List | GPA: 3.7/4.0

Bachelor of Animation Sept. 2011-Mar. 2014

Tianjin Polytechnic University, China

DESIGN-RELATED SKILLS

Graphics

- Photoshop
- Illustrator
- Sai
- Lightroom

Layout/UX Design

- InDesign
- Publisher
- Acrobat
- InVision

Video/Audio/Animation

- AfterEffects
- Premiere
- Audition
- Animated

Web Design

- HTML/CSS
- WordPress
- Drupal
- Joomla

WORK EXPERIENCE

Graphic Designer May-Aug. 2022

Prints Inc., Ottawa, Ontario

- Delivered high-quality design documents: sketches, sitemaps, wireframes, prototypes
- Built a brand-new website on the WordPress CMS platform with 2 team members
- Interacted and consulted with clients to understand their needs from conception to completion

Team Member July 2019-Present

Tim Hortons

- Operated drive thru services including taking orders, handling payments, and preparing food and drink orders
- Served 75+ customers per hour during peak periods, ensuring orders were presented correctly
- Successfully resolved conflicts resulting in increased customer satisfaction

Adam Suliman

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EDUCATION

Interdisciplinary Studies in Human-Centred Design Sept 2022- April 2023

Algonquin College, Ottawa, ON

- Dean's Honour List 3.9/4.0 GPA

PROGRAM-RELATED SKILLS

- Apply a universal, interdisciplinary design approach to overcome complex problems and create intelligent solutions that address social, technological, and economic challenges
- Offering design strategies, products, systems, and services for the government, businesses, and non-profit organizations, you must manage an all-encompassing, human-centered process
- Collaboratively design communication, goods, systems, and service initiatives for a range of media in an interdisciplinary studio setting

WORK EXPERIENCE

Sales Associate July 2021- Present

Champs Sports, Ottawa, ON

- Offered helpful customer service by guiding customers to the right products and answering product-specific questions
- Highly skilled in accepting credit, debit, cash, and other forms of payment from customers
- Unloaded warehouse items using a forklift
- Kept track of daily and weekly sales to ensure targets were met promptly
- Managed and monitored products to ensure inventory was accurate
- Restocked items and rearranged the sales floor to ensure the store was neatly stocked and visually appealing

Cashier June 2018- June 2021

Food Basics, Ottawa, ON

- Managed a POS system to assist customers in purchasing items accrediting debit, credit, and cash transactions
- Assisted customers with their questions and concerns developing conflict-resolution skills
- Periodically conducted inventory accuracy counts improving reporting and tracking skills

VOLUNTEER EXPERIENCE

Cross Guard

Jan 2021- Sept 2021

WE Can Cross

- Instructed children to safely cross streets using crosswalks and watching traffic lights
- Discouraged children from behaving unsafely near traffic to reduce injuries and accidents
- Used signs, hand signals, and flags to control car and foot traffic conditions.
- Interrupting traffic to allow students, parents, and other pedestrians to safely cross streets

EMILY ROBERTS

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EDUCATION

Interdisciplinary Studies in Human-Centred Design May 2022-Present
Algonquin College, Ottawa, ON

PROGRAM-RELATED SKILLS

Design Concepts: User-centred design | prototyping | journey mapping

Research: Qualitative and quantitative research | data analysis | usability testing

Software Tools: Adobe XD | Illustrator | Microsoft Office Suite

Web Development: HTML | CSS | JavaScript | SQL

WORK EXPERIENCE

Crew Member Sept 2022-Present
Xtreme Trampoline, Ottawa, ON

- Greeted customers promptly and provided detailed product knowledge ensuring a pleasant dining experience
- Followed food safety procedures outlined in company policies and health/sanitation regulations to prevent foodborne illness
- Listened attentively to customer complaints and/or concerns and resolved issues without the need to escalate
- Performed food preparation tasks to meet franchise standards for quantities, speed, and packaging
- Monitored and replenished food and supplies stock at the counter, in the customer dining area, and in the food preparation area

Sales Associate June 2019- Aug 2022
The Skateboard World, Ottawa, ON

- Welcomed customers and helped with product questions, selections, and purchases
- Maintained a clean sales floor and straightened and faced merchandise
- Organized store merchandise racks and displays to promote and maintain visually appealing environments
- Informed customers of current store promotions to encourage additional sales purchases

Junior Lifeguard July 2017-August 2020

AC Co-op & Career Centre – October 2023

City of Ottawa, Ottawa, ON

- Learned and maintained proficiency in first responder skills such as First Aid and CPR to offer individuals in distress optimal support
- Monitored the safety of guests in and around the swimming pool
- Maximized customer satisfaction by greeting pool patrons with courtesy and resolving issues promptly
- Checked water readings regularly to keep chemicals at safe levels and avoid potential illnesses among patrons