

Julia Knelsen

Ancaster, ON

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Work Experience

Food Server/Cashier

Refresh - Redeemer - Ancaster, ON

January 2020 to March 2020

- Served food to students and staff at Refresh
- Collected cash or other means of payment from customers for food
- Cleaned up after closing time

Camp Director

HSCP - Frogmore, ON

May 2019 to August 2019

- Job involved administrative duties and supervisory responsibility for staff and campers. I ultimately oversaw and had responsibility for all camp activities.
- Interviewed, hired, and managed a staff of eight counsellors and one supervisor.
- In charge of all marketing for camp
- Conducted several fundraisers for camp (was a non-profit camp)
- Created monthly reports to hand in to the board about what was done on the job
- Led and organized all camp events, staff training days
- Counted and recorded all donations coming to the camp
- Prepared and taught Bible lessons to kids biweekly
- Dealt with kids in the disciplinary area
- Provided support, motivation, and problem solving for and between the counsellors
- Spoke to parents to create good relationships, and spoke to them when needed to talk about child's behaviour

Supervisor (Full Time)

HSCP (Houghton Summer Celebration Program) - Frogmore, ON

June 2018 to August 2018

- Supervised a daily registration summer camp for kids aged 3-13, with varying numbers of 20-100 kids/day.
- Collected, counted, and inputted daily donations including cash and cheque, inputted the information on spreadsheets, and helped create tax returnable receipts for donators.
- Handled organizational tasks such as organizing allergy forms, child registrations as well as camp trips including collection of money, forms, and division of kids and counsellors in groups.
- Dealt with all matters when speaking to parents including child suspensions, sicknesses or injury, and any concerns or complaints parents had.

- Worked in a team-oriented environment, confirming the counsellors were in their correct stations, cleaning and preparation (food and events) were done properly, and helped in all areas counsellors needed.

****NOTE:** Worked as a full time camp counsellor under HSCP for four consecutive summers (8 weeks) before supervisor position. Tasks included playing with kids, preparing food and events, and deep cleaning.

Cashier (Part-time)

JLK Farms - Walsingham, ON

March 2017 to June 2017

- Worked as a seasonal cashier selling fresh farm produce to locals for 4 consecutive springs.
- Included collecting cash from buyers with a variety of products and dispersing out the necessary change without a computer to the buyers.
- Offered help to customers and answered questions about the products.
- Helped with delivery and big orders.
- Cleaned the store after closing time.

Education

Bachelor's Degree in Urban and Intercultural Ministry / Minor in Biology

Redeemer University - Ancaster, ON

September 2019 to Present

Certificate in QUEST in Ministry

Columbia Bible College - Abbotsford, BC

September 2018 to April 2019

Pre-Health Sciences Certificate in Health Sciences

St Clair College - Windsor, ON

September 2017 to April 2018

Skills

- Money-Handling (2 years)
- Customer Communication (4 years)
- Organizational/Cleaning (3 years)
- Team-Player (3 years)
- Relationship Management (2 years)
- Organizational Development (1 year)