

Rachael Ponsen

218 Raymond Ave • London, ON Canada N6A 2N1 • (905)-921-4600 • ralepon@gmail.com

Education

- Sept. 2019 – April 2021 *Western University* London, ON
- Master of Library and Information Science: In Progress
- Sept. 2015 – May 2019 *Redeemer University College* Ancaster, ON
- Bachelor of Arts: Honours History with Distinction
 - Deans' Honour List
- July 2016 – August 2016 *Université de Québec à Chicoutimi* Saguenay, QC
- L'École de langue française et de culture québécoise
- Sept. 2011 – June 2015 *Smithville Christian High School* Smithville, ON
- Grade 8 Piano & Advanced Rudiments: First Class Honours (May 2014)
 - Concours Vidéo 2013: La meilleure classe de français en Ontario, Finaliste (December 2013)

Work Experience

- Sept. 2011 – To Present *Clarence Vanderhout Wholesale Florist* Grimsby, ON
- Greenhouse employee**
- Create planters using plants from greenhouse for customers
 - Complete customer orders, restock trucks for flower and plant sales
 - Clean greenhouse, transplant seedlings, prepare cut flowers for sales
- Jan. 2018 – April 2019 *Sodexo: The Market* Ancaster, ON
- Cashier**
- Restock shelves as needed, distribute weekly order, complete weekly inventory of store items
 - Assist patrons with questions about stock, serve as cashier
 - Train new workers on duties and expectations
- Sept. 2015 – April 2019 *Redeemer University College* Ancaster, ON
- Student Library Worker**
- Assist patrons with searches, checking materials in and out, finding course reserves
 - Assist in shelving materials, shelf reading, processing books and serials for collection
 - Withdraw weeded materials, add donations to WorldCat, prepare periodicals for binding
 - Prepare print archive documents for preservation, create separation sheets for removed items
 - Train new workers on duties and expectations
- Sept. 2015 – April 2019 *Redeemer University College* Ancaster, ON
- Note Taker**
- Provide class notes for specific students on a weekly basis
 - Ensure notes are well organized with minimal errors

Jan. 2018 – December 2018 *Redeemer University College* Ancaster, ON
Subject Tutor

- Assist students with questions about course and assignments

Sept. 2016 – April 2017 *Redeemer University College* Ancaster, ON
Housing Advisor

- Live with seven students, facilitate dorm life
- Organize chore and cooking schedule, lead weekly devotions with dorm
- Answer questions about housing, mediate interdorm conflicts, implement mental health first aid

Volunteer Experience

July 2012 – July 2018 *Special Needs SERVE* Ottawa, ON and Stoney Creek, ON
Mentor; Worship Team Member

- Mentor special needs participants with service projects, assist with daily needs.
- Participate in worship team, lead SERVE team in daily worship services

Sept. 2011 – June 2015 *Medical Ministries International* Stoney Creek, ON
Sorter

- Sort donated eyeglasses and first aid items for shipments overseas
- Clean and package eyeglasses

Sept. 2012 – June 2015 *The Lunch Box* Smithville, ON
Food Server

- Serve food at weekly school lunches
- Assist with distribution and clean up

Skills

Software: Microsoft Office, Google Drive, Worldshare Management Systems by OCLC, archives.org