

# Librarian in Training

107 Leaf Road  
Brampton, ON L6Y 4K3  
C: (647) 920-6670

---

## Education

### **Masters of Library and Information Sciences**

January 2014 - Present

University of Western Ontario, London Ontario

- Worked within a team to research, summarize, synthesize, and present information addressing the issues and strategies, with regards to cultural and ethnic diversity within a public library setting

### **Honours Bachelor of Health Science**

Completed: April 2011

University of Toronto, Mississauga Ontario .

- Participated in a forest restoration project in which we thinned and burned the old field habitat at the University of Toronto in Mississauga in order restore ecological functioning.

## Work Experience

### **Circulation Desk Assistant**

East Gwillimbury Public Library, Holland Landing, ON

October 2013 – Present

- Responsible for circulation of materials, including emptying out the drop box, shelving, and the checking in and out of library materials.
- Handles collection of fines, fees and other monies, including the sale of local movie night tickets.
- Registers patrons and assists with account inquiries, reserves, and renewals.

### **Assistant Manager**

A.G. Liquidation, Brampton, ON

August 2006 – December 2013

- Monitored cash on hand while also performing day-end cash sales reconciliation and balancing shifts, providing the managers with an accurate representation of the daily sales and activities.
- Handled training of ten new employees using hands on approach, resulting in the average training period being reduced from two months to two weeks.
- Created a new reporting system to maintain stock of high turnover goods resulting in fewer customer complaints and an up-to-date stock.

## Career Related Skills

- Fluent in Punjabi and Hindi in both oral and written communications.
- Proficient in Microsoft Office Suite, including working with Excel and using pivot tables and data tables as well as knowledge of online databases, internet browsers, website creation.
- Adept at summarizing, condensing, and organizing ideas and information into literature reviews and scientific reports as well as oral presentations.

## Volunteer Activities

Chinguacousy Secondary School Daycare

January 2007 – June 2010

- Created lesson plans that included arts and crafts activities, group songs & dance, and an interactive and educational walk.
- Aided workers in the daily operations of the daycare, including training new volunteers

## Activities and Interests

- A passionate sports fan, including the major Toronto Sports teams as well as most winter sports.
- Enjoy watching different movie genres and attended the premier of A Dangerous Method at the Toronto International Film Festival in 2011.
- Enjoy reading a variety of literature, including historical fictions like The Brothers Karamazov as well as research articles in a variety of journals online.