

# Rain Posner

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	Excellent interpersonal skills	Excellent phone skills
<b>Skills</b>	Prompt, professional, and organized	Substantial computer and technology skills
	Spanish fluency	Natural teacher

## Professional Experience:

### *Admin Assistant for the World Religions Minor - University of Kentucky, Lexington, KY*

February 2022 - Present

- Design educational public lecture announcements, using Adobe InDesign and Photoshop
- Assist in managing revision of the World Religions minor by compiling data on university faculty and inputting findings into AirTable spreadsheets
- Prepare email templates to University of Kentucky faculty
- Initiate communications between the World Religions minor and other programs within the University of Kentucky

### *Literary Research Assistant - For Private Author, Lexington, KY*

September 2021 - May 2022

- Analyzed and digitized files in the archives of a local museum
- Reviewed archived magazines for relevant and adjacent information
- Compiled, organized, and corrected the book's citations list to comply with the Chicago Manual of Style (CMOS)

### *Volunteer Coordinator - Ride Above Disability Therapeutic Riding Center, Poway, CA*

May 2021 - August 2021

- Coordinated all communications and scheduling of volunteers and their clients, and maintained direct leadership over 100 volunteers
- Provided initial and recurring volunteer training for all aspects of horse handling and student interactions, including safety and health awareness
- Personally provided new client orientations and media tours and assisted with fundraising
- Led lessons for 12 students with unique varieties and combinations of disabilities, and supervised at least 3 volunteers in each lesson while teaching

### *Office Assistant – Ducerus, San Diego, CA*

August 2015 - June 2016

- Handled sensitive client personal and financial data
- Cleaned, filed, made copies, greeted clients, and answered phones

## **Leadership and Community Service:**

*IHSA Western Equestrian Team, University of Kentucky, Lexington, KY*

August 2019 - Present

- Team Member Fall 2019 - Present
- Team Captain Fall 2022 - Spring 2021
- Points Secretary (Executive Service) Fall 2021 - Spring 2022

*Ride Above Disability Therapeutic Riding Center, Poway, CA*

June 2015 - August 2019

- Assisted children and adults with mental and physical challenges through horse riding therapy
- Organized and directed other volunteers
- Spoke at fundraisers and for the public media

*Silver Spur Riding School, San Diego, CA*

June 2012 - October 2018

- Taught children in summer camps and adults and children in year-round riding school

*Hacienda de los Gitanos, Romana, CA*

June 2015-August 2016

- Assisted the elderly owners in all barn management tasks; cleaning stalls, feeding horses hay and grains, and cleaning and organizing the barn area
- Prepared horses for riding, accustomed foals to handling, schooled broodmares in preparation for horse shows

## **Education:**

Bachelor of Arts, History

August 2019 - May 2023

University of Kentucky, Lexington, KY

- Summa Cum Laude Graduate
- Departmental Honors Recipient
- Dean's List 2019 to 2023
- Lewis Honors College Graduate
- Published in Equine Science and Management Alumni Newsletter
- Significant coursework in Equine and Animal Science and Management
- Significant coursework in Ancient Roman History
- Accelerated Composition and Communication (Public Speaking and Writing Course)
- Studied abroad at the Florence University of the Arts, Florence, Italy during Fall 2022

**References Available Upon Request**