

# Duncan Johnson

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## Summary

*A summary of your interests, achievements, history, topic of study or any other short summary of your professional life.*

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## Experience

### Foundation Baptist College

#### Vice President

Taught courses on Bible and church history and managed the business affairs of the College.

Edmonton, AB

October 2013 – present

### Meadowlands Baptist Church

#### Church Administrator

Organized, oversaw, and executed routine church operations through support staff and volunteers. Managed church operations, finances, human resources, and projects.

Edmonton, AB

October 2012 – September 2013

### MacEwan University

#### Technology Support Centre Assistant

Provided technology support to students, staff and faculty via phone, walk up and e-mail, focusing on end-user support for computer applications and peripherals as well as use of the University network and internet resources.

Edmonton, AB

August 2011 – October 2012

### Bob Jones University

#### Graduate Assistant, Mack Library

Abstracted and cataloged popular and scholarly articles on religion, theology, biblical interpretation, ethics, history, and current events while assisting with patron research queries. Supervised student workers working in circulation, periodicals, reference, and shelving during night and weekend shifts. Wrote code to facilitate library projects and processes. Organized, marketed and taught [instructional workshops][semprojworkshops] on the use of various technologies in seminary research. Wrote [online subject guides][libguides] on a variety of topics. Projects included: designing an updated web interface for the library catalog, generating barcode labels for approximately 80,000 items from the Library catalog, fixing a broken reference statistics database, simplifying research processes, as well as various small scripts for inventory processing and data migration.

GREENVILLE, SC, USA

May 2006 – May 2010

#### Student Lab Monitor, Computer Science Department

Assisted students with class assignments. Designed an internal website for the Computer Science Department.

2004 – 2006

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## Education

### Bob Jones University

#### Master of Divinity

Graduate program in religion with a total of 96 credit hours, including advanced classes in biblical Greek and Hebrew.

GREENVILLE, SC, USA

2006 – 2011

## Bachelor of Arts

2002 – 2006

Major in Bible (School of Religion) with a minor in Information Systems Management (College of Arts and Sciences, Division of Mathematical Science, Department of Computer Science).

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## Community Service

Meadowlands Baptist Church

EDMONTON, AB

### Adult Sunday School Coordinator

2013 – present

Wrote weekly curriculum for adult educational programs.

### Adult Sunday School Teacher

2012 – present

Prepared and taught weekly Bible lessons.

### Intern

June – August 2011

Preached and taught in a variety of church services. Assisted with youth activities.

Foundation Baptist College

EDMONTON, AB

### Professor

June 2011 – September 2013

Taught Bible courses, managed library and maintained college web presence, among other duties.

Grace Baptist Church

Dacula, GA, USA

### Volunteer

Oct. 2006 – May 2010

Lead in bi-weekly Bible studies with a small group. Taught various adult, teen and children's Sunday school classes. Participated in youth group activities as a sponsor. Maintained church website and social network pages. Trained for and managed sound booth equipment.

Mt. Calvary Baptist Church

Greenville, SC, USA

### Intern

Jan. 2006 – May 2006

Exposed to and involved in all aspects of church ministry.

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## Skills

### Technical specialties:

**Natural languages:** English (*native speaker*), biblical Greek (*working proficiency*), and biblical Hebrew (*elementary proficiency*).

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## Professional Memberships

- Canadian Baptist Historical Society (2013 – present)
  - Western Canada Baptist Fellowship (2013 – present)
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## Interests

Non-exhaustive and in alphabetical order: