

Duncan Johnson

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Summary

Young, educated professional seeking new opportunities for advancement and service in the Edmonton area.

As a young professional with a diverse background in ministry, academia, and technology, I have frequently needed to rapidly acquire new skills. This variety of experiences has challenged me to grow in transferable managerial and technological skills.

With significant public speaking experience, I highly value clear and effective communication. For me, a project

is not complete unless it is done well. I place a premium upon my personal character and work ethic. I pursue trust and transparency in my personal and professional affairs.

Presently, my goal is to secure a new position in the Edmonton area. I want to use my professional experience and focus on customer service as I pursue new opportunities for my career. As a continual learner, I want to build on my educational background in software development with rigorous self-education to further enhance my technical and professional skills.

Employment Experience

[Crerar Law, LLP](#)

Legal Assistant

EDMONTON, AB

July 2017 – present

I assisted lawyers with preparation of legal documents, drafting correspondence, organizing files, and scheduling. Obtained my commission to act as a Commissioner of Oaths in and for Alberta.

[Foundation Baptist College](#)

Professor and Registrar

EDMONTON, AB

October 2013 – May 2017

Foundation Baptist College is a small, non-profit post-secondary education institution that provides vocational training for prospective Christian ministers and personal enrichment courses for Christian adults. I oversaw various aspects of the academic and business affairs of the College and taught college courses on the biblical text, theology, and history. Serving as Registrar, I managed course scheduling and registration while serving as academic advisor for the majority of the College's credit students. Some of my other accomplishments included overseeing a successful fund-raising drive that brought in over \$100,000, incorporating the College under the Alberta *Companies Act*, obtaining Charitable Status from the Canada Revenue Agency, producing audited financial statements for the College's first fiscal year, overseeing the development and release of a new Wordpress-powered website, launching an online catalog for the College library, and overseeing the cataloging of the library collection.

[Meadowlands Baptist Church](#)

Church Administrator

EDMONTON, AB

October 2012 – September 2013

With an average of 500 Sunday-morning attenders, Meadowlands Baptist Church is a larger church in southeast Edmonton. I provided administrative support to the Senior Pastor while also overseeing a variety of church operations. Some of my responsibilities included organizing and overseeing volunteers in various ministries, overseeing building maintenance staff, participating in meetings with the pastoral staff and deacon board, and writing curriculum for adult education classes.

[MacEwan University](#)

Technology Support Centre Assistant

EDMONTON, AB

August 2011 – October 2012

I provided Tier 1 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.

[Bob Jones University](#)

Graduate Assistant, Mack Library

GREENVILLE, SC, USA

May 2006 – May 2011

The Mack Library is the primary academic library for the Bob Jones University community. As a graduate assistant, I carried out a number of ongoing duties while also assisting with special projects. My primary task was to abstract and catalog popular and scholarly articles stored in the [Fundamentalism File](#), which is a resource center with over 118,000 items of information classified under 5,000 different subjects. Topics covered in this collection include religion, theology, biblical interpretation, ethics, history, and current events.

I assisted students, faculty, and guests with research queries and supervised library student workers on nights and weekend shifts. Some of my projects included organizing, marketing, and teaching instructional workshops on the use of technology in student research; designing an updated web interface for the library catalog; writing a variety of online subject guides; and generating barcode labels for approximately 80,000 items using data from the library catalog.

Education

Bob Jones University

GREENVILLE, SC, USA

Master of Divinity

2006 – 2011

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

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).

Projects

I have always enjoyed building online projects. A short list of some of my favorites is below, while a more comprehensive list can be found on the [“Projects” page of my website](#).

- **[library.foundationbaptistcollege.com](#)** - Unlike many of my other website projects (which are predominantly deployed on shared hosting), this site is a live install of the open-source [Koha ILS](#) on a small Ubuntu server that I maintain.
 - **[moodle.duncanjohnson.ca](#)** - An installation of the Moodle LMS that I have used with some of my courses.
 - **Student Writing Helps ([Website](#); [Github repo](#))**. A website to host material I developed for the *Seminary Project Labs* project at BJU. This site guides users through the installation and configuration of Greek and Hebrew fonts, the use of a Turabian template, and Zotero. It includes some of my old screencasts that I made for the original project.
 - **A Timeline of the English Bible ([Website](#); [Github repo](#))**. This timeline displays the political, publishing, and translational history of the Bible in the English language. The scope of events described spans from early medieval translations to modern committee translations produced by major publishers.
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