

Duncan Johnson

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Summary

Young, educated professional with some management experience, seeking to develop new skills through a career change.

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Experience

Foundation Baptist College

EDMONTON, AB

Vice President

October 2013 – present

Foundation Baptist College is a small, new, non-profit post-secondary education institution that provides vocational training for prospective Christian ministers and personal enrichment courses for Christian adults. My role there included overseeing various aspects of the business affairs of the College while also teaching college courses on the biblical text, theology, and history. Some of my accomplishments included assisting the President and Board of Directors to incorporate the College under the Alberta *Companies Act*, applying for (and successfully obtaining) Charitable Status from CRA, working with a Chartered Accountant to obtain audited financial statements for the College's fiscal year, and overseeing the development and release of a new website.

Meadowlands Baptist Church

EDMONTON, AB

Church Administrator

October 2012 – September 2013

With an average of 500 attendees on a Sunday morning, Meadowlands Baptist Church is a larger church located in southeast Edmonton. My role at the church involved serving as 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 church ministries, overseeing building maintenance staff, participating in meetings with the church pastoral staff and deacon board, and writing curriculum for adult education classes.

MacEwan University

EDMONTON, AB

Technology Support Centre Assistant

August 2011 – October 2012

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.

Bob Jones University

GREENVILLE, SC, USA

Graduate Assistant, Mack Library

May 2006 – May 2010

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.

Student Lab Monitor, Computer Science Department

2004 – 2006

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

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).

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.

Summer 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

Led 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.

Skills

Technical specialties:

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

Professional Memberships

- Evangelical Theological Society, Associate Member (2015 – present)
 - Canadian Baptist Historical Society (2013 – 2014)
 - Western Canada Baptist Fellowship (2013 – present)
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Interests

Non-exhaustive and in alphabetical order: