

Thomas James McClellan

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EXPERIENCE

Trinity Bible Church

Phoenix, AZ

Pastoral Assistant to Youth and College

August 2015-May 2017

- ❖ Managed church email communications using MailChimp by overseeing all subscriber management and segmentation processes, as well as email creation and deployment workflows
- ❖ Oversaw contact data integration between MailChimp and Logos, our church directory system
- ❖ Organized over 20 major church events/conferences that consistently had nearly 700 attendees
- ❖ Created and negotiated vendor contracts that were cost-effective for church events
- ❖ Taught audiences of all age groups, ranging from 3 to 300 in audience size
- ❖ Revitalized both the youth ministry and college ministry through implementing a trust-based relational model
- ❖ Grew the college ministry from 3 members to 20 through relationships and events (and free food)
- ❖ Facilitated church buy-in to leadership's vision, creating cohesion and a sense of togetherness
- ❖ Led church volunteer staff through casting vision, assigning roles, and delegating tasks

Facilities Manager

July 2013-August 2015

- ❖ Supervised custodial crew of 5 team members and oversaw entire employment lifecycle of team members
- ❖ Set high yet achievable goals for employees and acted as their primary motivator and encourager
- ❖ Created and discussed contracts with employees, and facilitated difficult conversations when necessary to ensure quality work ethic and performance
- ❖ Created and maintained a Material Safety Data Sheet (MSDS), documentation on chemical safety best practices
- ❖ Educated team members on the MSDS and safety processes to ensure a safe work environment

Vector Marketing

Salem, OR

Cutco Sales Associate

November 2006-June 2008

- ❖ Sold high quality cutlery products to customers utilizing trust-based and value-focused sales strategies
- ❖ Ranked as regional office's top salesman 3 consecutive months
- ❖ Regularly exceeded sales goals and expectations

EDUCATION

Phoenix Seminary

Phoenix, AZ

Masters of Divinity with a Focus in Biblical Communication

Fall 2012-Spring 2016

- ❖ Graduated with Honors at accelerated rate, while working 30-40 hours per week
- ❖ Learned Koine Greek & Biblical Hebrew

Oregon State University

Corvallis, OR

Bachelors of Arts

Fall 2006-Spring 2010

- ❖ Majored in History, specializing in Medieval and Early Modern European History.