

JACQUELINE SMITH

1107 St. Joseph Street, Ste. 602 Dallas, TX, 75204 (609) 617-4127 Jackie@northdallasag.church

CAREER OBJECTIVE

Detail-oriented Old Testament Studies major currently attending Dallas Theological Seminary, with 3.5+ years of work experience. Aiming to leverage a proven knowledge of course design, curriculum development, and lesson planning skills to successfully fill the Adjunct Instructor role at your university. Frequently praised as hard-working by my peers, I can be relied upon to help your university achieve its goals.

EXPERIENCE

VIP KID, DALLAS, TX

Independent Contractor, Mar 2019 - Present

- English as Second Language teacher to Chinese Students

NORTH DALLAS ASSEMBLY, DALLAS, TX

Church Business Administrator, Sep 2018 - Present

- Acquire, distribute and store supplies.
- Plan, administer and control budgets for contracts, equipment and supplies.
- Conduct classes to teach procedures to staff.
- Develop or direct study courses or religious education programs within congregations.
- Select appropriate curricula or class structures for educational programs.
- Confer with clergy members, congregational officials, or congregational organizations to encourage support of or participation in religious education activities.
- Attend workshops, seminars, or conferences to obtain program ideas, information, or resources.
- Interpret religious education activities to the public through speaking, leading discussions, or writing articles for local or national publications.

OPEN BIBLE ACADEMY, DALLAS, TX

Instructor, Jan 2020 - 2020

- Initiate, facilitate, and moderate classroom discussions.
- Supervise students' fieldwork, internship, and research work.
- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences.
- Evaluate and grade students' class work, assignments, and papers.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Collaborate with colleagues to address teaching and research issues.
- Maintain student attendance records, grades, and other required records.
- Compile, administer, and grade examinations, or assign this work to others.

EDUCATION

DALLAS THEOLOGICAL SEMINARY

DALLAS, TX

Doctor of Philosophy (Ph.D.) Old Testament Studies Candidate (Expected graduation May 2024)

- Relevant Coursework: Hebrew Language, Advanced Hebrew Grammar, Hermeneutics, Advanced Old Testament Theology, Basic Aramaic, Basic Akkadian

DALLAS THEOLOGICAL SEMINARY

DALLAS, TX

Master of Sacred Theology Old Testament Studies (May 2019)

- Relevant Coursework: Hebrew Language, Knowing God in the Old Testament, Greek Language

ASSEMBLIES OF GOD THEOLOGICAL SEMINARY

SPRINGFIELD, MO

Master of Divinity Old Testament and Biblical Languages (Dec 2016)

- Relevant Coursework: Exegesis of Judges, Exegesis of Minor Prophets, Old Testament Theology, Hebrew Language
- Awards & Honors: Magna cum laude

SETON HALL UNIVERSITY

SOUTH ORANGE, NJ

Bachelor of Science (B.S.) Nursing (Aug 2003)

ADDITIONAL SKILLS

- Preaching
- Teaching
- Writing
- Conducting on-line meetings via Zoom

CERTIFICATIONS

- Ordained Minister Assemblies of God

REFERENCES

References available upon request