

# AUBREY LINDBERGH

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248-828-5927

## EDUCATION

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### **B.A. Biblical and Theological Studies**

May 2015

*Wheaton College*, Wheaton, IL

- GPA: 3.83/4.00, Dean's List
- National Honor Society Theta Alpha Kappa

## EXPERIENCE

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### **Workshop Administrator**, *Charles Simeon Trust*, Chicago, IL

July 2015-Present

### **Administrative Assistant**, *Charles Simeon Trust*, Chicago, IL

- Establish and maintain relationships with workshop host churches
- Secure and communicate with workshop speakers
- Maintain effort to standardize workshop procedures
- Implement quality control metrics

### **Teacher's Assistant**, *Wheaton College: Dr. David Lauber*, Wheaton, IL

September 2014-May 2015

- Graded papers and exams
- Compiled and organized paperwork
- Completed errands for professor

### **Small Groups Coordinator**, *Wheaton College*, Wheaton, IL

September 2012-May 2015

- Prepared lesson plans for small groups ranging from 6-30 college students
- Designed, led, and co-led weekly studies and discussion

### **Administrative Intern**, *Woodside Bible Church*, Troy, MI

Summer 2014

- Organized information using online databases, Microsoft Word, and Microsoft Excel
- Prepared and advertised for events
- Compiled paperwork and bulletin material for church of over 7,000 members

### **Sales Associate**, *Gymboree Outlet*, Auburn Hills, MI

Summer 2014

- Organized inventory, priced products, and handled cash transactions
- Cooperated with managers to provide optimal customer service

### **Resident Assistant**, *Wheaton College Residence Life*, Wheaton, IL

August 2013-May 2014

- Counseled and mentored 30 freshmen and sophomore women
- Facilitated floor community via events, dinners, discipleship, meetings, and other activities
- Organized, advertised, and led weekly floor meetings
- Coordinated with other Res Life members to enhance undergraduate residential experience
- Promoted student's integration of faith and learning, appreciation for diversity, and identity formation

## ADDITIONAL INVOLVEMENT

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• Vocational Intern, *Chicago Plan*, Chicago, IL

September 2015-Present

• Zoe's Feet Dance Ministry, *Wheaton College*, Wheaton, IL

2012-2015

• Small Group Leader/Coordinator, *Wheaton College*, Wheaton, IL

2012-2015

• Study Abroad Program, *Wheaton College*, Middle East, Europe

Summer 2014

## ADDITIONAL ABILITIES

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- Languages: Intermediate Spanish, Elementary Greek