

# DAVID P. VARGHESE

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703-463-8241

## EDUCATION

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<b>The Master's Seminary</b> <i>Master of Divinity, Expected Graduation Fall 2024</i>	Aug. 2019–Present
<b>Imperial College London</b> <i>Master of Public Health</i>	Sept. 2018–May 2019
<b>University of Virginia</b> <i>B.A., Global Development Studies</i>	Aug. 2014–May 2018

## EXPERIENCE

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<b>Grace Community Church</b> <i>Administrative Assistant, Sun Valley, CA</i>	Aug. 2019–Present Aug. 2021–Present
<ul style="list-style-type: none"><li>○ Provides administrative support with Baptism, Communion, Deacon, and Membership processes</li><li>○ Offered occasional sermon-research assistance to the executive pastor</li><li>○ Handles Pastor John's mailing-correspondence</li><li>○ Transcribes select meetings of Pastor John</li></ul>	
<b>Bible Study Shepherd, Grace 180 (HS ministry)</b>	Aug. 2021–Present
<ul style="list-style-type: none"><li>○ Provides leadership to a bible study of approx. 60 students, and 16 staff volunteers.</li><li>○ Responsibilities range from organizing staff meetings, prayer times, weekly teaching, counseling, discipling of and praying for students.</li></ul>	
<b>Institute for Environmental Negotiation</b> <i>Assistant to Project Manager, Charlottesville, VA</i>	May 2018–Sept. 2019
<ul style="list-style-type: none"><li>○ Aided Scottsville Mayor, Nancy Gill, with effort to address opioid-abuse in rural localities of SW Virginia.</li><li>○ Tasks ranged from project presentations; research assistance including statistical analysis of various health populations; focus-group facilitation and general information-gathering.</li></ul>	
<b>Meriwether Lewis Institute for Citizen Leadership</b> <i>Fellow, Vice President Student Admin., U.Va</i>	Oct. 2016–May 2018
<ul style="list-style-type: none"><li>○ Collaborated with a team of 25 during Summer 2016 to redesign UVA's space-reservation system.</li><li>○ Worked under Dean of Students, Allen Groves, for two years to address the concerning rising incidence of eating disorders. This developed into a more concrete research proposal that was recognized by the <i>Clinton Global Initiative</i>, which culminated in the awarding of a \$40,000 grant from <i>Rotary International</i> to pursue graduate study and research in the U.K.</li></ul>	
<b>HelpLine</b> <i>Suicide and Sexual Assault Prevention Hotline, Charlottesville, VA</i>	Dec. 2016–May 2018
<ul style="list-style-type: none"><li>○ Provided emergency counseling support to callers on issues ranging from relationship abuse to suicidal thoughts.</li></ul>	