

Anna Fleig

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PROFESSIONAL EXPERIENCE

FULL LIFE COUNSELING AND RECOVERY, Winston Salem, North Carolina, United States

Graduate Level Counselor-in-Training January, 2017 – Present

- Provide counseling services to individuals
- Facilitate psychoeducational groups
- Work with a team to support the business operations of the practice

CONGREGATIONAL UNITED CHURCH OF CHRIST, Greensboro, North Carolina, United States

Ministry Intern May – July 2016

- Work with lead pastor and ministry team to shape Sunday worship services
- Work independently to plan special chapel services
- Write liturgy and deliver sermons

WAKE FOREST UNIVERSITY, Winston Salem, North Carolina, United States

Worship Committee Facilitator January 2014 – December 2016

- Work with a team to plan and implement worship services
- Write liturgy as a means of ensuring theological soundness within the flow of the worship service
- Advocate to ensure that each worship service upheld the value of hospitality

CAROLINAS HEALTHCARE, Charlotte, North Carolina, United States

Chaplain Intern May 2012 - August 2012

- Visit people in hospitals and cancer centers to provide them with comfort and support
- Respond to requests for pastoral care during emergencies and crises
- Refer people to community support services, psychologists, or doctors
- Pray and promote spirituality
- Prepare and implement chapel services

WAKE FOREST UNIVERSITY, Winston Salem, North Carolina, United States

Graduate Hall Director August 2015 – Present

- Supervise, develop, and train undergraduate Resident Advisors
- Oversee community programming initiatives and manage associated budgets
- Ensure facilities and maintenance concerns are addressed in a timely manner
- Member of the student support services team that ensures the well-being of residents

RITE AID, Charlotte, North Carolina, United States

Certified Pharmacy Technician October 2011 – July 2015

- Receive and process written prescriptions and refill requests
- Assist customers by answering questions, locating items, or referring them to the pharmacist for medication information

- Prepare and process medical insurance claims and records
- Receive incoming supplies, verify quantities against invoices, and maintain inventory

MATTAMY HOMES, Charlotte, North Carolina, United States

Controller August 2007 - September 2009

- Work with local management team to direct and improve all local business processes
- Work with management teams to project outcomes for proposed community startups
- Advise local and corporate management teams regarding divisional financial position
- Manage all financial reporting, including financial statements, budgets, and cash flow
- Manage Accounting and Human Resources staff
- Ensure timeliness of all regulatory reporting

EDUCATION

Wake Forest University School of Divinity, North Carolina, United States

M.Div./MA in Counseling Candidate, 2018

- “The Woman Clothed with the Sun: An Intersection of Theology and Social Justice,” Artist’s Talk presented at the 5th Annual Interdisciplinary Student Research Symposium on Gender and Sexuality, 2016
- Currently Serve as a Financial Well Being Peer Mentor
- Served as Financial Steward for the Student Leadership Committee
- Member of Chi Sigma Iota Counseling Academic and Professional Honor Society International

University of North Carolina at Charlotte, North Carolina, United States

B.A. in Religious Studies, June 2014

- Recipient of the Lambda Chi - Loy H. Witherspoon Scholarship
- Recipient of the James S. McCormack Scholarship
- Served as a peer mentor to newly matriculating non-traditional students
- Graduated Summa Cum Laude

Central Piedmont Community College, North Carolina, United States

Associate of Science, May 2011

- Member of Mu Theta Alpha national math honor society

Specialized Training and Skills

Training

- Certified Pharmacy Technician (#5601-0701-0207-127)
- Certified Facilitator for *Our Whole Lives* human sexuality curriculum, grades 7-9 & 10-12
- Certificate in Grant Research and Writing

Skills

- Proficient in Microsoft Office Suite including Word, Excel, and Access
- Proficient with Crystal Reports, including specific training in Visual Basic Programming
- 10-key by touch