

KALEB LUKE

Kearney, NE 68847 | (308) 627-8192 | kluke@cedarville.edu
<https://www.linkedin.com/in/kaleb-luke/>

Highly relational senior business management student with a successful internship at Ameritas (Barth Financial) in the wealth management field. Seeking to use strong background in leadership and team collaboration to make a difference in the workplace. Additional skills include:

- Interpersonal Communication
- Problem Solving
- Emotional Intelligence
- Microsoft Excel Certified
- Process Organization
- Event Planning

EDUCATION

B.S. Management | Cedarville University; GPA: 3.74

Cedarville, OH | 08/2020–05/2024

Minor: Bible

Honors: Dean's List 2020, 2021, 2022, 2023, 2024; Chancellor's Excellence Scholarship; Mckenna's Rae of Hope Foundation Scholarship; Cornelius Leadership Grant; Cedarville Fund Scholarship; Pastor's Recommendation Scholarship

Activities: Admissions, Swim Lesson Business Owner, Alpha Chi, Discipleship Group, Intramurals

RELEVANT EMPLOYMENT EXPERIENCE

Wealth Management Intern | Ameritas (Barth Financial)

Kearney, NE | 05/2022–Current

- Aid in management of financial accounts with Charles Schwab, American Funds, Orion, Allianz, Ameritas, etc. for over 2,000 private clients
- Collaborate with 3 financial advisors and 2 paraplanners to schedule appointments, process applications, document meetings, communicate with clients, and serve coworkers in a fast-paced environment
- Utilize superior relationship management skills to communicate clearly and effectively to meet client needs

LEADERSHIP EXPERIENCE

Executive Assistant: "BZ Navigator" | Cedarville University

Cedarville, OH | 05/2023–Current

- Assess and maintain the health and performance of 11 teams totaling over 150 employees on behalf of the Director. Teams include Finance, Operations, Marketing, Student Government, Class Council, Campus Activities Board, Information Desk, Creative Solutions, Summer Team, Welcome Team, and Rinnova Coffee
- Assist the Director of Cedarville University's Campus Experience Department in executive decisions, problem solving, innovation, and communication

Alpha Chi Officer (Event Coordinator, Treasurer) | Cedarville University

Cedarville, OH | 04/2022–Current

- Serve and lead 50 men devoted to leadership, service, and brotherhood
- Coordinate with the President of Cedarville University, Mayor of Cedarville, Dean of Education, and Officer Team to develop strong team dynamics and identify areas in the community that would benefit from service
- Identify, organize, and lead over 10 service projects throughout the school year to serve Cedarville and the surrounding community
- Manage \$1500 general ledger account and track all income and expenses for the organization

Cedarville Operations Executive | Cedarville University

Cedarville, OH | 08/2022–05/2023

- Oversaw and facilitated operations for over 800 event setups at Cedarville University throughout the year
- Led and communicated with a team of 20 to provide students/guests with the best campus experience possible
- Trained team on sound systems, equipment setup, and organization to ensure consistency and efficiency