**Luke A. Wulbecker**

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Higher education and student development professional seeking a position with a great college or university to utilize my skills, experiences, and passion for working with college students

**EDUCATION**

B.A. Elementary Education, Wheaton College, Wheaton, IL, NCATE Accredited, May 2010

* Concentration/endorsement in Interpersonal Communications/Language Arts and Social Studies
* Illinois Elementary and Middle School (K-9) Teaching Certificate Type 03
* **GPA: 3.73/4.0 (Magna Cum Laude)**

**RELATED WORK EXPERIENCE**

**Branch Manager (promotion),** *Adecco Staffing, Schaumburg, IL, February 2019 – Present*

* Generated about $350,000 in revenue for company in first 2 months in position as Branch Manager
* Oversaw the daily operations of one of the highest producing offices in the Midwest Metro region
* Recruited and trained staff of recruiters to maximize efficiency and collaboration
* Retained a large client base and provided excellent customer service to clients
* Crafted and negotiated contracts with prospective clients every week, including completing 15 client visits per week as well as sending out 5 proposals per week
* Provided new clients with profiles of highly qualified workers
* Sold our services to new clients to create new partnerships, including cold calls, face to face meetings, and contract negotiations
* Brought in several new clients within first 2 months of position as Branch Manager

**Recruiter**, *Adecco Staffing, Schaumburg, IL, 2017 - 2019*

* Qualified candidates against predetermined standard requirements
* Conducted behavioral interviews to qualify candidates and determine best placement options
* Completed candidate hiring/onboarding processes in accordance with client and organizational requirements
* Ensured that clients and candidates received excellent service
* Provided coaching and counseling around job performance to associates as necessary

**Resident Director**, *Judson University, Elgin, IL, 2014 - 2017*

* Mentored and supervised six undergraduate students who served as Resident Assistants each academic year
* Oversaw operations for the largest residence hall on campus, which housed approximately 150 residents
* Created, planned, and executed leadership-building opportunities for student leaders, including semiannual retreats, weekly leadership team meetings, monthly large group leadership meetings with other leaders on campus, Strengthsfinder® testing, and weekly individual meetings
* Implemented several programs to help foster the academic, social, spiritual, emotional, and physical development of students in the residence hall, including weekly small groups, monthly social events (at the dorm and floor level), weekly meetings between Resident Assistants and residents, dorm-wide meetings, and educational opportunities with the on-campus Wellness Center
* Managed a specific budget for programming and physical improvements throughout the dorm
* Coordinated and executed discipline for residents when needed
* Actively engaged in meetings with Residence Life staff, including weekly team meeting with the three other Resident Directors and the Associate Dean of Students to discuss and implement student issues and new initiatives as well as weekly meetings with the Associate Dean of Students for direction and training
* Collaborated with several other departments on campus to coordinate optimal student care
* Completed physical and aesthetic updates to three residence hall public lounges and three residence hall study rooms, including couch seating areas, tables and chairs for studying, foosball tables, lamps, rugs and wall décor
* Created and maintained check out systems for dorm items, such as cooking utensils, games, movies and exercise equipment
* Supervised the university’s Intramurals sports program by managing nine student workers and overseeing operations for five sport*s*

**Office Assistant and Wheaton Connection Coordinator**, *Wheaton College, Wheaton, IL, 2012 - 2014*

* Created and sustained a welcoming and hospitable environment for visitors of Wheaton College and guests of the Undergraduate Admissions Office, particularly prospective freshman and transfer students to the college
* Coordinated and improved the Wheaton Connection program four times per year to create an exceptional visit experience for large groups of prospective students and their families
* Assisted and informed both prospective students and visitors alike regarding admission to Wheaton College via several modes of communication, including face-to-face conversation, phone calls, and emails
* Directed people interested in learning more about Wheaton College to the appropriate staff and/or faculty member
* Coordinated the visit program for the summer months, which included arranging tours and information sessions for visitors as well as arranging pertinent appointments with staff and/or faculty members regarding the visitor’s interests
* Collaborated with administration, staff and faculty in many departments campus-wide in order to improve the Wheaton Connection program

**Admissions Counselor**, *TCS Education System, Chicago, IL, 2011 - 2012*

* Recruited and actively pursued potential high-quality students for Pacific Oaks College’s WASC regionally accredited undergraduate and graduate level degree programs
* Studied and researched thoroughly Pacific Oaks College’s student-centered philosophy and educationally-focused history, challenging and stimulating undergraduate and graduate degree programs, and multiple scholarship opportunities to offer best guidance to potential students
* Guided and counseled prospective students on a personal case-by-case basis based on each individual student’s education and career goals, utilizing my expertise of the college and its education programs
* Attended and engaged in numerous professional development opportunities to prepare and train myself in best practice procedures in my specific job as well as my related career field
* Managed about 300 students’ files simultaneously ranging from prospective students to students beginning enrollment in a degree program with Pacific Oaks College
* Assisted and directed students through the entire admissions process from recruiting students to admitting students to Pacific Oaks College

**OTHER RELATED EXPERIENCES**

**High School Small Group Leader,** *Willow Creek Community Church, South Barrington, IL, August 2011-May 2013*

* Discipled and mentored high school and college students from diverse spiritual and cultural backgrounds over the course of two academic years to strengthen their personal relationship with Jesus Christ through discussion and Bible study
* Collaborated with leadership team as we continually worked to improve our effectiveness as servant leaders to the students by participating in weekly meetings
* Strived to make every student under my care understand the love of Christ, including making adjustments to curriculum and leadership methods to make one student with learning disabilities know that he was a vital part of our community

**Middle Grade Practicum**, *Robert Frost Junior High School, 7th-8th grade classrooms, Schaumburg, IL, March 8-March 12, 2010*

* Aided and observed both teachers and individual students in 8th grade language arts, 8th grade science, 8th grade mathematics, 7th grade media studies, and 7th grade social studies classrooms

**Methods Practicum**, *Emerson Elementary School, 4th grade classroom, Wheaton, IL, April 2009*

* Observed whole-class instruction and worked with individual students in math fraction instruction
* Conducted a comprehensive literacy profile

**Special Education Practicum**, *Longfellow Elementary School, 3rd grade classroom Wheaton, IL, September 2008-December 2008*

* Assisted and observed individual students with special needs both with and without IEPs, including learning disabilities, behavioral disabilities, and emotional disabilities
* Attended several Response to Intervention meetings to gain better understanding of latest implementation as well as individual student needs

**Teacher Aiding Practicum**, *Longfellow Elementary School, 3rd grade classroom Wheaton, IL, September 2008-December 2008*

* Engaged individual students with particular academic needs in one-on-one instruction

**Multicultural Tutoring Practicum**, *Glen Ellyn Resource Center, Glen Ellyn, IL, March 2007-May 2007*

* Tutored several multi-ethnic elementary school-aged children

**HOBBIES AND INTERESTS**

* Build relationships with students and adults
* Participate in team sports, especially baseball and hockey
* Create and listen to music, especially percussion
* Implement different forms of technology. Proficient in Microsoft Office as well as other technologies.
* Travel to new places, both domestically and internationally

**REFERENCES**

* Dr. Paul Egeland, Wheaton College, Wheaton, IL

***Email:*** *Paul.Egeland@wheaton.edu* ***Phone:*** *(630)752-5765*

* Dr. Barrett McRay, Wheaton College, Wheaton, IL

***Email:***  *Barrett.McRay@wheaton.edu* ***Phone:*** *(630)752-5198*

* Dr. Natalie Waybrant, Center for Healing Connections LLC, Monroe, MI

***Email:*** nmw628@gmail.com***Phone:*** *(734)720-1380*

* Lynn Minuskin, Arlington Heights Park District, Arlington Heights, IL

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