

Kaleb Stagner
innovative and driven digital marketer

401 West Covell Road
Edmond, Oklahoma 73003

Telephone: (405) 315-1562
kalebstagner23@yahoo.com

OBJECTIVE

To secure employment with a company that offers a positive atmosphere to learn, while utilizing my strong dedication, responsibility and information technology qualifications currently being obtained at the University of Central Oklahoma.

EDUCATION

Oklahoma Christian University, Edmond, Oklahoma
August 2022 to present
B.S. in Marketing | Degree expected 2024

University of Central Oklahoma, Edmond, Oklahoma
January 2020 to 2022
B.S. in Computer Science
Honors: Dean's Honor Roll

Oklahoma Christian University, Edmond, Oklahoma
August 2018 to December 2019

Metro Christian Academy, Tulsa, Oklahoma
High School Diploma | May 2018

EXPERIENCE

Stagner Financial Advisory Group, Edmond, Oklahoma
Intern, January 2019 – Present

- ◆ Compile market research for advisors
- ◆ Perform investment analysis, including the use of Morningstar, Zack's and VectorVest
- ◆ Monitor stock and option performance

Whataburger, Edmond, Oklahoma

Front Counter Cashier, December 2020 – August 2021

- ◆ Correctly transact customer food payments
- ◆ Record customer orders in an efficient and precise manner
- ◆ Maintain excellent customer service during dinner rushes, at a fast-paced location
- ◆ Monitor orders, ensuring quick and efficient service
- ◆ Handle customer complaints and resolve issues
- ◆ Communicate with team members to exceed customer expectations
- ◆ Deliver orders to customer tables

Braums, Edmond, Oklahoma

Cashier, August 2021 – Present

- ◆ Correctly transact customer food payments
- ◆ Record customer orders in an efficient and precise manner
- ◆ Maintain excellent customer service during dinner rushes, at a fast-paced location
- ◆ Monitor orders, ensuring quick and efficient service
- ◆ Handle customer complaints and resolve issues
- ◆ Communicate with team members to exceed customer expectations

UPS, Oklahoma City, Oklahoma

Package handler, August 2021 – Present

- ◆ Organized boxes to fit in a certain space
- ◆ Retaped boxes to ensure customer satisfaction
- ◆ Loaded trucks according to UPS standards
- ◆ Sorted packages to prevent missorted boxes

SKILLS

- ◆ Proficient in the following software programs
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
- ◆ Experience developing and publishing a website

**ADDITIONAL
ACTIVITIES**

Volunteer Work

- ◆ Volunteer Mentor for Stanley Hupfield Academy
- ◆ Cross and Crown Missions
- ◆ Community Food Bank of Eastern Oklahoma
- ◆ Emergency Infant Services
- ◆ Pearl's Hope Transitional Housing
- ◆ Day Center for the Homeless
- ◆ Catholic Charities

Mission Work

- ◆ Houston Inner City Youth
- ◆ Guatemala