

# LUKE MARTIN, MBA, JD

## PROFESSIONAL SUMMARY

A logical and resourceful executive who brings extensive knowledge in effectively anticipating and evaluating issues. Team-oriented individual who communicates clearly and empathetically with managed staff and exhibits a professional work ethic.

## PROFESSIONAL EXPERIENCE

### STAFF ATTORNEY

#### California Association of Marriage and Family Therapist | April 2019 - Current

- Expected to provide information about statutes, regulations, and ethical codes relevant to members' legal and ethical questions.
- Create and present legal and ethical workshops (ranging from 2-6 hours) to the membership, schools, and chapters throughout California on topics related to the profession
- Write legal and ethical articles for The Therapist related to the profession.
- Create and record legal webinars (ranging from 1-6 hours) for On-Demand Learning Library

### ATTORNEY AND MEDIATOR

#### Martin Law and Consulting, LLP | April 2017 - April 2019

- Represent several private employers including a large private for-profit school in personnel issues such as discrimination claims, wrongful termination, and wage-disputes.
- Strong skills in conflict resolution, problem-solving techniques, interviewing, advising, investigating and strong analytical skills to assess and negotiate complex situations.
- Strong working knowledge of federal and state laws and regulations related to compliance with non-discrimination law, including sexual harassment and Title IX.
- Responsible for recruiting, hiring, and all HR functions for 15+ employees

### CHIEF COMPLIANCE OFFICER

#### Southern States University | April 2015 - April 2017

- Represented this international school whose students were diverse due to various ethnic, social, cultural, economic and educational backgrounds in order to interact sufficiently to identify, investigate and facilitate resolutions.
- Reviewed all legal, academic and behavioral complaints from staff, students and faculty impartially applying theories and systems of internal control, and professional compliance and investigations standards through practice at University.
- Responsible for collecting, recording, maintaining and reporting analytical reports in compliance with local, state, and federal laws. Used Microsoft Excel to accomplish this.
- Worked in conjunction with human resources to revise employment handbooks and manuals to be in compliance with non-discrimination law, including sexual harassment.

### VICE PRESIDENT OF COMPLIANCE AND HUMAN RESOURCES

#### Bristol University | Feb 2012 - April 2015

- Tasked with confidentially interviewing, researching, and responding to student and employee alleged violations of rules including sexual harassment, workers compensation, unemployment, and other issues.
- Initiated, developed, and revised, policies and procedures for the general operation of the school and its related activities to prevent illegal, unethical, and improper conduct.
- Oversaw faculty appointment including part-time lecturers.
- Established budgets for various programs and departments

## TEACHING EXPERIENCE

### PART-TIME ONLINE LECTURER/ MASTER COURSE DESIGNER

#### Springfield College | August 2012 to Current

- Improved undergraduate and graduate student comprehension of law and business through an engaging curriculum and non-traditional teaching.
- Created master courses for adjunct faculty to utilize when not teaching courses

### FULL-TIME LEGAL WRITING PROFESSOR/ PROGRAM LEAD

#### Everest University | October 2013 to July 2015

- Ability to present information in a clear and concise manner both in writing and verbally
- Successfully engaged, guided, advised, and coached part-time faculty in the paralegal programs of study by utilizing active learning methods and a variety of instructional strategies

## CONTACT

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La Mesa, CA 91942

## EDUCATION

### BACHELOR OF ARTS: POLITICAL SCIENCE AND ENGLISH

University of North Texas  
Dallas, Texas

### MASTER OF BUSINESS ADMINISTRATION W/ HONORS

Eastern New Mexico University  
Portales, New Mexico

### JURIS DOCTORATE W/ HONORS

California Western School of Law  
San Diego, California

## STATE LICENSES

- Admitted, State Bar of California
- Admitted, United States District Court; Southern District of CA

## PROFESSIONAL AFFILIATIONS

- San Diego County Bar Association
- North County Bar Association
- California Western Alumni Board
- Southern States University Board of Directors
- Eastern New Mexico Alumni Association

## EDUCATION PLATFORMS

- Blackboard
- Brightspace
- Canvas
- eCollege
- Moodle
- Campus Cafe
- CampusVue
- HigherReach
- Jenzabar
- SIMS