

Frank Popernik

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Skills

- Goal Oriented • Self Starter • Consistent • Attention to Detail • Passionate Leader
- Disciplined • Interpersonal / Social Skills • Diplomatic • Proficient in Microsoft Office Suite

Experience

May 2023 - August 2023

Benefit Plan Administrators, Eau Claire, WI — Finance/Accounting Intern

- Supported staff members with their daily tasks by reducing their workload which in turn increased focus on higher priority tasks.
- Gained valuable experience participating in accounting team meetings and applied learned concepts directly into their respective relevant work situations on site.

Summer 2022

R. Popernik CO. INC, Chicago, IL — Machine Operator/Forklift Driver

- Operated production equipment on the factory floor.
- Assisted with moving pallets containing finished products awaiting pick up.
- Logged inventory at the end of each day.

June 2018 - September 2019

Tropical Sno, Western Springs, IL — Shift Manager

- Consistently opened and closed the business after reconciling receipts and balancing the cash drawer at the end of each shift.
- Handled escalated customer issues effectively, demonstrating strong problem solving skills.
- Trained new employees to be efficient and highly productive members at the business.

May 2015 - August 2017

Ruth Lake Country Club, Hinsdale, IL — Caddy

- Developed strong relationships with members as well as guests at the club through the use of exceptional customer service, ensuring repeat business.
- Contributed to a positive club atmosphere by actively caddying in multiple competitive tournaments throughout the season as well as the regular Tuesday - Sunday schedule.
- Began each day at 5:00 to be high in the queue in order to earn a spot on the golf course.
- Was regularly requested and reserved even as a 14 -16 year old caddy.

Education

August 2020 - May 2024

Saint Norbert College, De Pere, WI – *Bachelor in Business Administration with a Finance Concentration*

Fraternity – Kappa Sigma

August 2020 - May 2024

- Grand Master (CEO + President) JR / SR Year
- Grand Treasurer (CFO) SOPH / JR Year
- Assistant Grand Treasurer FR / SOPH Year
- Pledge Class President FR Year

Community Service

Fall 2023

Golden House Domestic Abuse Sanctuary, Green Bay, WI

- Served a total of 24 hours over the course of my fall semester
- Assisted residents in need at the shelter
- Prepared meals for residents and their families
- Cleaned up children's play areas and shared living spaces at the facility

Summer 2017 - 2018

Community Builders For Peace, Kalamazoo, MI

Service trip in which select students from three Nazarene schools were invited to Kalamazoo, Michigan to complete service works within the Kalamazoo community

- Soup Kitchen volunteering
- Habitat for Humanity volunteer work
- Upon completion in Kalamazoo, worked as an Ambassador for the program

Summer 2016

Notre Dame Catholic Church Mission Trip, Morganton, NC

- Volunteered in a service trip at the Morganton NC School for the Deaf
- Organized classrooms and classroom equipment for the upcoming school year
- Assisted in a group project clearing out an old building in preparation of it being torn down