

Frank Popernik

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Education

Graduation May 2024

St. Norbert College, De Pere, WI — *Bachelor in Business Administration
with a Finance Concentration*

Certifications / Credentials

Series 66 — July 2025

Illinois Life Insurance Exam — February 2025

Illinois Accident & Health Insurance Exam — February 2025

Security Industry Essentials (SIE) Exam — September 2024

Experience

Benefit Plan Administrators, Eau Claire, WI — *Finance/Accounting Intern* — May 2023 - August 2023

- 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.

R. Popernik Co. INC, Chicago, IL — *Machine Operator/Forklift Driver* — Summer 2022

- Operated production equipment on the factory floor.
- Logged inventory at the end of each day.

Tropical Sno, Western Springs, IL — *Shift Manager* — June 2018 - September 2019

- Consistently opened and closed the business after reconciling receipts and balancing the cash drawer at the end of each shift.
- Trained new employees to be efficient and highly productive members at the business.

Ruth Lake Country Club, Hinsdale, IL — *Caddy* — May 2015 - August 2017

- Developed strong relationships with members as well as guests at the club through the use of exceptional customer service, ensuring repeat business.

Fraternity

Kappa Sigma Fraternity, Sigma Iota Chapter — St. Norbert College — August 2020 - May 2024

- Grand Master (CEO + President) JR / SR Year
- Grand Treasurer (CFO) SOPH / JR Year

Community Service

Golden House Domestic Abuse Sanctuary, Green Bay, WI — Fall 2023

- Served a total of 24 hours over the course of my fall semester
- Assisted residents in need at the shelter

Community Builders For Peace, Kalamazoo, MI — Summer 2017 - 2018

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

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

Notre Dame Catholic Church Mission Trip, Morganton, NC — Summer 2016

- Volunteered in a service trip at the Morganton NC School for the Deaf
- Organized classrooms and classroom equipment for the upcoming school year