Anthony Frank

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Work Experience

Driver
Beechwood Sales and Service - New Berlin, WI
March 2022 to Present

- Utilize 28 foot box truck to deliver product
- Route stops for delivery
- Comprehensive knowledge of product portfolio
- Lifted and delivered kegs
- Arranged product on shelves
- Self-regulated work

Area Planning Manager
Schneider - Green Bay, WI
January 2019 to August 2021

- Manage drivers, customer service, driver service, and assistant team members
- Plan driving schedules for drivers
- Plan load schedules for customers
- Self regulated
- Team build

Service Technician
Modern Business Machines - Appleton, WI
June 2018 to October 2018

Traveled to Customer location to service equipment
- Troubleshoot mechanical issues
- Spoke to customers, scheduled meetings, returns, etc.
- Serviced multiple types of machines
- Drove within area of service (approx. 100 miles/day)
- Organized inventory of parts for service, ordered parts, etc.

Delivery Driver
Jimmy John's - Milwaukee, WI
March 2015 to October 2015

Self regulated work load
- Answered customer calls and executed phone orders
- Organized inventory, stocked displays, and cleaned among other duties
- Responsible for cash handling and management of an accurate till
- Held comprehensive knowledge of entire customizable menu
- Provided excellent customer service at point of sale and delivery locations

Bar-Back

Back, Sprecher's Restaurant & Pub - Glendale, WI

April 2013 to February 2014

Assisted bartenders and waitstaff accomplish their primary duties
● Maintained the changing, hauling, sorting, and inventory of 15-20 rotating beer kegs
● Held comprehensive knowledge of over 50 different drinks and menu items
● Ensured a positive and memorable experience for all restaurant and bar patrons
● Served as primary operator for the restaurant's auxiliary ice cream stand during day hours

Student Aid

Cooper Elementary School - Milwaukee, WI

January 2013 to April 2013

Tutored middle school students in math and history
● Assisted with homework completion and growth of social skills
● Helped with grading papers and recording grades

Medical Record Assistant

Thedacare - Kimberly, WI

May 2012 to August 2012

Proficient knowledge of Epic and the Epic system
● Purged medical records of patients under strict regulatory guidelines
● Organized, sorted, and maintained an archive of over 100,000 patients

Education

Bachelor of Science in Information Studies in Information Studies

University of Wisconsin Milwaukee - Milwaukee, WI

December 2017

Skills

- CUSTOMER SERVICE (Less than 1 year)
- VISUAL STUDIO
- C#
- HTML
- CSS

Additional Information

Skills
● Proficient with Microsoft Office Applications: Access, Excel, Outlook, Powerpoint, Word, Project
● Experience with Visual Studio, notepad++, C#, SQL, HTML, CSS,
● Strong technical communication aptitude
● Exceptional customer service and interpersonal skills