

# Greg Frommelt

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**Current Address:** 417 S. Gilbert Street Apt. 2317 Iowa City, IA 52240

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## **Education:**

### **Bachelors of Business Administration, Accounting AND Business Analytics and Information Systems**

The University of Iowa, Iowa City, IA

The University of Iowa Honors Program

The University of Iowa GPA: 3.59 /4.00

### **Anticipated**

### **Graduation:**

May 2018

(150 SH)

## **Work and Professional Experience:**

### ***Student Clerk, University of Iowa Hospitals and Clinics: Cancer Center, Iowa City, Iowa***

- Work in 4 different areas of the Cancer Center, creating filing systems for 3,000+ patient records and documents.
- Aid in maintaining and updating databases with over 2,000 patients in 3 different Microsoft Access databases.
- Keep track of inventory of over 100 cancer related reading materials in 8 different areas in the University of Iowa Hospitals on a weekly basis.

May 2016-  
Present

### ***Financial Operations Coordinator, Clearview Windows LLC, Lake of the Ozarks, Missouri***

- Designed bookkeeping files for this college student startup that has had close to \$10,000 in revenue.
- Deal with filing of sales tax returns and other financial related filings.
- Record all revenue, expenses and relevant depreciation to the company.

April 2016-  
Present

### ***Maintenance, Pella Community High School, Pella, Iowa***

- Worked on a team of 6 full time maintenance employees along with 5 summer interns.
- Executed various projects independently as a team of summer interns with a 40 hour work week.

Summer  
2014/2015

### ***Office Intern, TD&T CPA's and Advisors, Pella, Iowa***

- Coordinated mailings and organized packets for clients. Scanned original source documents into the online system for accountants to file.
- Received training on tax filing computer programs Lacerte, Microsoft Excel and GoFileRoom.

Jan 2014-  
April 2014

## **Activities and Leadership:**

### ***Dance Marathon Morale Captain, Iowa City, Iowa***

- Leader of a group of over 45 students, in charge of recruitment, retention, aiding each student in raising a minimum of \$500 and team bonding for the group.
- Send frequent emails detailing upcoming events, fundraising activities and mentoring advice.
- Set goal of raising \$2300, organized fundraising challenge work and social media campaign.

April 2016-  
Present

### ***Chancellor of Delta Sigma Pi, Iowa City, Iowa***

- Responsible for faculty relations for the 79 member professional fraternity.
- Founded a faculty speaking opportunity that gave professors a platform to speak of the subjects that they are passionate about sharing with students.
- Ran efficient and quick meetings on a weekly basis with the entire fraternity present.
- Sent bi-weekly emails to the fraternity including a memorandum of the previous week's meeting.

Dec 2015-  
May 2016

### ***Dance Marathon Runner and Dancer, Iowa City, Iowa***

- Fundraised over \$1000 and ran the full Chicago Marathon to benefit The Children's Miracle Network, specifically the University of Iowa Children's Hospital.
- Organized my own letter writing campaign that reached over 50 people to achieve fundraising goals.
- Trained daily for 6 months in preparation to run and complete 26.2 mile Chicago Marathon.

April 2015-  
Feb 2016

### ***Vice President Hillcrest Association, Iowa City, Iowa***

- Leadership position amongst a group of 28 students who organized regular programming for a community of over 800 students at Hillcrest.
- Attended bi-weekly meetings with hall coordinator to organize hall improvement initiatives, kept attendance at meetings and kept meeting minutes.
- Aided in organizing 5 or more events every single month of the school year ranging from entertainment activities to educational.

Aug 2014-  
May 2015