

# Mark W. Novak

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## EDUCATION

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| <b>Northern Michigan University</b> , Marquette, MI                                  | <b>December 2015</b> |
| Masters of Business Administration; Cum Laude, Cumulative GPA: 3.72                  |                      |
| <b>Northern Michigan University</b> , Marquette, MI                                  | <b>May 2013</b>      |
| Bachelor of Science, Cumulative GPA: 3.39/4.00, Major GPA: 3.83/4.00                 |                      |
| Major: Finance and Risk Management, Concentration: Corporate Finance and Investments |                      |

## EXPERIENCE

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| <b>RTI Surgical</b> , Marquette, MI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>September 2017 – Present</b>    |
| <i>Contract Associate</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                    |
| <ul style="list-style-type: none"><li>Drive and lead the hospital contract RFP process which includes maintaining the RFP timeline, gather required data, research health system and affiliations, develop pricing strategy, coordinate internal pricing approvals and work with legal on the initial terms and conditions.</li><li>Maintain contract files and database for health systems, IDN's, GPO's and distributors in the southeast region.</li><li>Receive inbound pricing requests and inquiries. Communicate relevant contract and pricing information to necessary parties.</li><li>Assist in the maintenance of contracts; manage expirations, reporting requirements, new product additions, etc.</li><li>Develop and maintain reports to capture contract data and pricing statistics.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    |
| <b>Hantz Group</b> , Marquette, MI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>July 2016 – September 2017</b>  |
| <i>Plan Processor</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |
| <ul style="list-style-type: none"><li>Work with the financial advisors to prepare financial planning presentations for clients.</li><li>Passed the following certification programs to advanced skill set at Hantz</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |
| <b>Series 7 Financial Industry Regulatory Authority General Securities Representative Exam</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>October 2016</b>                |
| <b>Series 66 North American Securities Administrators Assoc. Uniform Combined State Law Exam</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>October 2016</b>                |
| <b>Resident Producer State of Michigan Department of Insurance and Financial Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>January 2017</b>                |
| <i>Accident and Health, Casualty, Life, Property, and Variable Annuities</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |
| <ul style="list-style-type: none"><li>Generate and analyze "what if" scenarios to help clients with financial planning objectives such as retirement analysis, education goals, disability insurance, life insurance, long-term care insurance, social security income analysis, pension analysis, and debt analysis</li><li>Track and manage reviews of client financial status; through the use of client deliverable receipts to ensure each client receives financial review deliverables at least once every nine months</li><li>Track and manage open plans to ensure acceptable turnaround time by meeting with each advisors every Monday to determine progress and locking down a close date</li><li>Track and manage charge back and compliance hold from back office to help minimize any delay for business submitted by advisors</li><li>Track office activity and measure versus office goals for client reviews, new plans, re-do plans, and portfolio analysis through the use of spreadsheets and meeting with advisors one on one to determine status</li><li>Participate in case studies each week with all advisors and specialists to go over current client information and collaborate with possible solutions or ideas of how to achieve client goals</li></ul> |                                    |
| <b>Forest Roberts Theatre</b> , Marquette, MI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>August 2013 – December 2015</b> |
| <i>Box Office Manager</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                    |
| <ul style="list-style-type: none"><li>Managed the schedule and daily activities of 8 box office employees</li><li>Oversight of the day to day business operations; marketing, public relations, and customer service</li><li>Performed data analysis of ticket sales to help gain better insight to the ticket purchasing trends of the patrons</li><li>Performed a regression analysis to determine the most statistically significant aspect of a production that attracts NMU students</li><li>Implemented a social media marketing campaign to increase theatre and patron engagement</li><li>Coordinated the ad purchasing and contract negotiation for advertisement; print materials, digital marketing, media, billboards, and other forms of advertisement</li><li>Worked with the Identity, Branding, and Marketing department at NMU when producing advertisement material</li><li>Coordinated special events such as Haunted Theatre and Miss &amp; Teen UP Beauty Pageant</li></ul>                                                                                                                                                                                                                                                                                        |                                    |
| <b>ACTIVITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    |
| <b>Student Managed Investment Fund(SMIF)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>2011 – 2013</b>                 |
| <i>Student Member</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |
| <ul style="list-style-type: none"><li>Assisted in managing the investment of \$160,000 funded by the university and worked to develop investment strategies in equities, bonds, and other financial instruments</li><li>Researched investment opportunities, using technical indicators to help make decisions about investments and actively monitoring the investment fund's portfolio</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                    |
| <b>American Collegiate Hockey Association(NMU Men's Club Hockey)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>2008 – 2013</b>                 |
| <i>Vice President</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>2011 – 2012</b>                 |
| <ul style="list-style-type: none"><li>Coordinated the practice schedule and game schedule for the season</li><li>Organized an annual tournament consisting of teams from all over the country</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |
| <i>Treasurer</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>2011– 2012</b>                  |
| <ul style="list-style-type: none"><li>Controlled a \$60,000 budget to cover all team expenses for the hockey season.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |
| <i>Assistant Captain</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>2010 – 2013</b>                 |
| <b>AWARDS &amp; QUALIFICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                    |
| <b>Associate in General Insurance (AINS) Designation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>April 2012</b>                  |
| <b>ACHA Academic All American Hockey Player</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>2011-2013</b>                   |