



## RAYMOND/RAYMOND ASSOCIATES FOOD SERVICE CONSULTANTS SINCE 1936

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### Jesse Pennings Administrator

#### Education:

Warwick Valley High School– Warwick, NY  
St. Thomas Aquinas College– Sparkill, NY

#### Experience:

Upon graduating from Warwick Valley High School, Ms. Pennings began gaining experience in the administrative field as an assistant office manager for Pennings Plumbing and Heating, Inc. while attending college in Rockland County, New York.

Ms. Pennings has a very detailed background and several years experience in a variety of demanding environments. Ms. Pennings is a New York State Certified Elementary (K-6) Educator and in addition, has an extensive background in the administrative field. Her experience in the classroom coupled with her highly effective office management and administrative support skills, enables her to offer key strengths in a number of areas, ranging from organizational to communication to technological in nature.

With her employment history, experience, and administrative support skills, Ms. Pennings has thrived at Raymond/Raymond Associates since 2010. Her responsibilities include document preparation, organization, and modification using Microsoft Office as well as other notable computer programs, meeting coordination and business travel accommodations, insurance certificates, and state/city/local registrations and certifications.

Ms. Pennings brings the highest level of competence, effective time management, and organization to any project she is part of. Additionally, she recently completed an 8-week AutoCAD training and is excited to advance her technical understanding and knowledge of the food service industry.

#### Project Experience:

##### Corporate

Mediacom– NY  
Ferring Pharmaceuticals– NJ  
CommVault– NJ  
BASF– NJ

##### College/Universities

St. John's University– NY  
Atlantic Cape Community College– NJ  
Felician College– NJ

##### K thru 12

Maloney High School– CT  
Platt High School– CT  
Perth Amboy HS– NJ  
Amistad High School– CT  
Kearny High School– NJ

##### Healthcare

Pascack Valley HUMC– NJ



RESUME