Thomas Jennings

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600 Sheridan Road 847-867-6911 300 Granello Ave

Glencoe, IL 60022 Apt. 854

Coral Gables, FL 33146

Education

* University of Miami, Coral Gables, FL

**Bachelor of Business Administration**, May 2018

Major in International finance and marketing

Minor in Modern languages

* Carlbrook School, VA

High School Diploma

Experience

Middlefork Country Club, Northfield, IL

Manager of Pool Operations, June 2014

* Certified National Pool Operator
* Made sure the club pool always met chemical safety and cleanliness standards
* Worked with lifeguards and other personnel to ensure the pool was a safe environment

O’neil’s Restaurant, Winnetka, IL

Delivery man, June 2015

* Answered phone calls for both booking reservations and for food orders
* Worked with both the kitchen staff and the customers to ensure food was properly prepared
* Delivered food orders to customer

Sterling Partners, Chicago, IL

Internship, June 2017

* Performed market research for current and potential portfolio companies
* Built decks and management presentations using powerpoint

Skills

* Basic knowledge of Spanish and French
* Computers/Technology - Excel
* Certified First Aid responder
* Experienced group leader