

PEGGY HENNESSEE

Production Coordinator

EDUCATION:

Foothill Community College

Bank of America, San Francisco (Financial, Computer, ATM systems)

Youth For Understanding International Exchange, Wash. DC (Marketing, Public Relations, Human Resources)

PROFESSIONAL HISTORY:

Ms. Hennessee joined Sociometrics in August of 2004 as part-time production coordinator and administrative assistant. Her primary function is the filling of customer orders and requests in an efficient and timely manner. As administrative assistant, Ms. Hennessee helps staff with record keeping, and office equipment maintenance.

Before coming to Sociometrics, Ms. Hennessee worked for nine years in banks and Savings and Loans, before leaving her last management position to focus on raising her children. She subsequently worked for several not-for-profit organizations whose focus is the education and well-being of adolescents in the U.S. and overseas.