
ROBERT R. PENNINGTON

559-305-2229
rrpennington@me.com

836 Juniper Street
Anna, TX 75409

Profile

Over 4 decades of project and business management of small companies and organizations. Proven director and developer. Excellent people skills and work ethic.

Experience

Administrator — 2008 - Present

Green Earth Equities: Oversee daily operations for property management company's single family residential homes in California, Indiana and Maine. Identify and purchase properties. Oversee energy efficiency upgrades. Market and provide similar services to investors. Set up and maintain all aspects of business including accounting system and bill pay, client and vendor services, legal and government oversight. Market properties for sale or rent. Review and verify tenants, rent collection and maintenance, move out and legal issues.

Accurate Painting — 1980 - Present

Owner and contractor.

Political Consultant — 2006 - 2008

Liaison for a pair of California initiatives. Ballot distribution and qualification. Fundraising and team building. Media and public relations.

RTLCC — 2000 - 2006

Director. Developed and managed all aspects of non-profit. Business and public relations planning. Fundraising and outreach. Staff and volunteer oversight. Advertising and accounting development.

Maroa Home — 1998 - 2000

Administrator. Public relations and accounting development.

Fresno Christian Growth Center — 1987 - 1991

Intern. Associate Pastor. Recruit, Train, Deploy, Monitor and Nurture (RTDMN) staff and volunteer leadership. Developed fifteen weekly home groups. Facilitated all meetings and ministries.

Education

Fresno City College — No degree

Skills

Four decades of business management and marketing, advertising and accounting experience. Media and presentation creations. Public relations including TV and radio interviews. Graphic and website design. Investor and client interaction. Staffing and volunteer development. Author of 6 eBooks.

CATHY J. PENNINGTON

559-260-7224

cathyjpennington@gmail.com

836 Juniper Street

Anna, TX 75409

Profile

Decades of client and customer service experience. Proven clerical and retail skills. Excellent people interaction and work ethic. Respectful, courteous and friendly with managers, coworkers and clients.

Experience

ARC — 2014 - 2021

Life skills coach (LSC) for adults with disabilities. Assisted clients with learning basic life skills including interpersonal relationships, reading, math, art and safety skills. One on one and group instruction. Community interaction. In person and remote via Skype. Detailed daily client reporting.

Save Mart - Albertsons — 2001 - 2014

Retail bakery and deli service with over a decade of customer service. Excellent employee skills with a positive attitude and high standards. Team player and diligent self worker.

Manco Abbott Property Management — 1985 - 1988

Property manager of apartment complexes. Interviewed and qualified prospective tenants. Rental collection and accounting. Oversight of tenant requests and vendor services.

United Insurance — 1983 - 1985

Receptionist. Clerical.

Ohio Casualty — 1981 - 1983

Data entry. Receptionist. Clerical

Education

Kerman High School degree

Skills

A variety of employment and life experience make me a valuable asset as an employee. As a people person I'm happy to go the extra mile in making the workplace environment a pleasant and productive place for customers and fellow workers. Dedicated to success, I strive to set and achieve goals that promote those of my employers.
