

Jesse Jennings

Metro Detroit, MI

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EDUCATION

Wayne State University, Mike Ilitch School of Business

Major: Bachelor of Science, Accounting

Minor: Finance

Scholarships: Warrior Transfer Award

Detroit, MI

Expected Graduation: April 2027

Cumulative GPA: 4.0

Schoolcraft Community College

Major: Associates of Science, Accounting

Honors/Awards: Deans list 2022 - 2025, Student Employee of the Year nominee

Scholarships: Student Leader Award

Detroit, MI

Sep. 2022 – Apr. 2025

Cumulative GPA: 3.8

EXPERIENCE

Lis, McCallion, Raymor and CO. P.L.L.C.

Administrative Assistant/Bookkeeper

Livonia, MI

Jan. 2024 – Present

- Performed bookkeeping responsibilities such as bank reconciliations, recording monthly expenses, and financial analysis
- Work with fellow bookkeepers to ensure timely completion of bookkeeping tasks and ensure **100%** accuracy of financial statements
- Handle Administrative duties, including executive appointment scheduling, transactions, and resolving technical computer issues

Schoolcraft College

Career Success Mentor

Livonia, MI

Sep. 2024 – Apr. 2025

- Adhered to Family Educational Rights and Privacy Act as well as delivering over **50** quality recommendations for resume creation
- Designed over **8** different supplemental resources which were distributed to the student body of approximately **7,596** students
- Worked in a team of **5** to organize and plan the college career fair which resulted in the attendance of roughly **150** students

Browndog Barlor & Restaurant

Assistant Kitchen Manager

Northville, MI

Sep. 2022 – Jul. 2024

- Trained **90%** of new hires to help decrease lag time and speed-up onboarding, handled cash transactions with **100%** accuracy
- Performed basic food preparation for **80+** guests per shift in accordance with best practices and the utmost attention to detail
- Responded to customers' complaints, requests, and inquiries and addressed them with professionalism in order to resolve the issue

LEADERSHIP & PROFESSIONAL DEVELOPMENT

Schoolcraft Business Club

President

Livonia, MI

Dec. 2023 – Dec. 2024

- Planned events with a team of **5** students, coordinated room bookings, wrote grants, contacted speakers, and presented weekly
- Experienced nearly **80%** growth in average event attendance and **83%** growth in student board position fulfillment within **2** terms

Michigan Association of Certified Public Accountants (MICPA)

Student Member

Troy, MI

Sep. 2022 – Present

- Presented to a group of **40+** high school students to encourage them to pursue careers in the accounting industry upon graduation
- Attended meetings with over **5** senators in Lansing to advocate for the rights of accounting professionals in the state of Michigan

OTHER SKILLS & INTERESTS

Computer: Google workspace suite, Microsoft office suite, QuickBooks (Online & Desktop), Thomson Reuters Accounting Software

Interests: Backpacking, Bodybuilding, Coffee, Crypto, Fishing, Musical Instruments, Stock Trading, and Vinyl Record Collecting