



Mayor of Providence

Brett P. Smiley

May 8, 2023

Honorable Members  
Providence City Council  
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 604 of the Providence Home Rule Charter of 1980, as amended, and Public Law Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day appointing Jeanne M. Pascone, of 10 Orchard Street, East Providence, RI 02914, as the Recorder of Deeds and respectfully submit the same for your approval.

Sincerely,

A handwritten signature in blue ink, reading "Brett P. Smiley", with a stylized flourish at the end.

Brett P. Smiley  
Mayor

IN CITY COUNCIL  
JUN 15 2023

READ

WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED

A handwritten signature in blue ink, reading "Tina L. Mastrosanni", followed by the word "CLERK".

# JEANNE M PASCONE

Recorder of Deeds

East Providence, 02914

401/536/4264

Jmcrowshaw8@gmail.com

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## PROFILE

Understanding the complexities of land transactions and explaining them to the landowner is vital to all constituents.

My experience with the evolution of recording - from handwritten entries to digital has changed, but not the essential purpose.

My willingness to maintain a professional demeanor when working with the public; whether it be lawyers, title examiners or taxpayers has lead the department to ensure the city's good standing.

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## EMPLOYMENT HISTORY

❖ Sales /Assistant Manager, Talbots ..... Feb 1986 — Nov 1999  
Cranston

- Successfully managed a sales team of several people to meet and achieve sales goals.
- Trained new sales professionals and provided coaching as needed to maintain company sales success.
- Worked to ensure a neat and attractive sales environment, and assisted in the setup of visual displays.

❖ Sr. Clerk , City of Providence ..... Dec 2000 — 2023  
Providence

- Approached all work with a strong attention to detail and precision.
- Brought forth a self-motivated attitude and a commitment to success
- Took on responsibility of learning the process of doing payroll, then to paying monthly invoices for the department
- Worked on the budget for fiscal year 2024

## EDUCATION

❖ Providence College ..... Sep 1973 — Oct 1975  
Providence

## SKILLS

Computer Skills .....

Active Listening .....

Teamwork Skills .....

Leadership .....

# Jeanne M Pascone

Recorder of Deeds

My interest in the Recorder position is a natural transition in my career. I have worked at every level in the Land Records office and look forward to taking on this important job for the City.

I will continue the work of safeguarding all of our printed and digitized records; one of the important functions of this job. Working with the clerks and staff, where each of us has the opportunity to build on strengths and cooperate in the goal of preserving title records of the City.

Purchasing property is a major event and all of its aspects involve our Department. Our understanding and communication of that process will lead to a strong team that can process requests and documentation consistently and efficiently.

**To**

City of Providence  
Finance Department

**From**

Jeanne M Pascone  
Recorder of Deeds  
East Providence, 02914  
401/536/4264  
Jmcrowshaw8@gmail.com