

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Laura Duran
ADDRESS: Celina, TX
POSITION: Administrative Assistant
DEPARTMENT: Continuing Education Healthcare, CYC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	11/17 – 12/18	Program Manager Assistant
Collin College	08/11 – 10/17	Secretary, Part-time
Collin College	06/10 – 07/11	Student Assistant, Part-time
Hollingsworth Family Eye Care	02/08 – 08/09	Receptionist

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of North Texas	2015	B.A., Applied Arts and Sciences