

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Alyssa Moore
ADDRESS: Frisco, TX
POSITION: Administrative Assistant
DEPARTMENT: Dual Credit, SCC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Quality Tool Co	05/16 – 05/19	Office Manager
Advance Staffing Solutions	02/16 – 05/16	Office Manager (Temporary)
Austin Staffing	08/15 – 11/15	Office Assistant (Temporary)
Dallas Baptist University	04/14 – 05/15	Student Assistant

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Dallas Baptist University	2015	B.S., Psychology