

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Susan Karlsen  
**ADDRESS:** Sachse, TX  
**POSITION:** Division Secretary  
**DEPARTMENT:** Financial Aid, SCC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	02/14 - 04/15	Financial Aid & VA Specialist
Steiner Education Group	03/09 - 02/13	Campus Director
	11/06 - 03/09	Financial Aid Manager
	08/06 - 11/06	Career Services Manager
	01/05 - 08/06	Registrar
	06/04 - 01/05	Front Desk Manager
	08/02 - 06/04	Admissions Coordinator
	03/02 - 08/02	Administrative/Education Assistant

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of Phoenix	2010	A.S., Accounting