

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Nancy Huff  
**ADDRESS:** Plano, TX  
**POSITION:** Administrative Assistant  
**DEPARTMENT:** Academic Affairs Workforce, PRC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	06/15 - 03/17	Administrative Assistant (part-time)
Cocktails and Caviar	10/05 - 02/17	Office Manager

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
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