

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Elizabeth Colter
ADDRESS: Plano, TX
POSITION: Administrative Assistant
DEPARTMENT: Small Business Development Center, CYC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	06/15 - 10/15	Administrative Assistant
Springhill Retreat Center	02/05 - 01/14	Registrar

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Trinity University	1983	B.S., Finance