

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Roxanne Jones  
**ADDRESS:** Frisco, TX  
**POSITION:** Administrative Assistant II  
**DEPARTMENT:** President's Office, CHEC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	11/08 - 11/14	Accounting/Budget Associate
Virginia Commonwealth University	04/98 - 07/08	Grants and HR Specialist

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Executive Secretarial School	1979	Secretarial Certificate