

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Vicki Mitchell
ADDRESS: Plano, TX
POSITION: Assistant to the Dean
DEPARTMENT: Academic Affairs - CHSBS, PRC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Education Management Corp./Brown Mackie College	12/08 - 03/13	Student Financial Advisor/HR Coordinator
Self-employed	05/07 - 12/08	Administrative Assistant/Organization Consultant
Palm Harbor Homes	08/06 - 05/07	Warranty Customer Advocate/Assistant Zone Manager
Brazos Family Medicine Residency	03/04 - 07/06	Residency Program Coordinator
Central Arizona College	07/01 - 02/04	Secretary to the Dean of Academic Services
Tarleton State University	03/92 - 12/95	Administrative Secretary/Department Head Assistant

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
State of Texas	2005	Notary Public