

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Coleen Schwyzer
ADDRESS: McKinney, TX
POSITION: Accounts Payable Coordinator (Temporary)
DEPARTMENT: Financial Services & Reporting, CHEC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	10/13 - 09/15	Accounts Payable Assistant II
Sierra Joint Community College	09/08 - 03/13	Accounts Payable Technician
Ivers Financial (Self-employed)	05/05 - 12/09	Financial and Administrative Support
Lafler, Moore, Connerty & Webb, LLP	01/05 - 04/05	Tax Season Support Intern

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Sierra College	2005	A.A., Accounting
H&R Block Tax Services, Darrel Auble	1996	H&R Block Basic Income Tax
49er Regional Occupational Program	2009	Certificate of Completion in Business Financial and Accounting