

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Susan Karlsen
ADDRESS: Sachse, TX
POSITION: Financial Aid & Veteran Affairs Specialist
DEPARTMENT: Controller & Student Financial Services, SCC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Steiner Education Group	03/09 - 02/13	Campus Director
	11/06 - 03/09	Financial Aid Manager
	08/06 - 11/06	Career Services Manager
	01/05 - 08/06	Registrar
	06/04 - 01/05	Front Desk Manager
	08/02 - 06/04	Admissions Coordinator
	03/02 - 08/02	Administrative / Education Assistant
State Farm	11/04 - 02/06	Massage Therapist
Piercing Pagoda	06/01 - 06/02	Sales Associate
The Herald Journal	08/00 - 08/01	Customer Service Representative

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Phoenix	2010	A.A., Accounting