

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Melissa Kostecki
ADDRESS: Little Elm, TX
POSITION: Accounts Receivable Associate
DEPARTMENT: Accounts Receivable, SCC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	10/17 – 12/18	Accounts Receivable Associate, Part-time
Cottonwood Creek Marina	03/17 – 11/17	Administrative Assistant
Iacono Productions	05/13 – 07/14	Administrative and Accounting Assistant
Foreign Exchange Unit	03/10 – 06/11	Operations Assistant
Boone Trail Elementary	07/06 – 08/07	Treasurer

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
St. Louis Community College	2006	A.A., General Transfer Studies