

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Jan Clark
ADDRESS: McKinney, TX
POSITION: Assistant to the Dean
DEPARTMENT: Continuing Education and Workforce, CYC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	02/15 – 11/19	Administrative Assistant
University of North Texas	10/13 – 02/15	Administrative Specialist
Grayson County College	09/10 – 10/13	Human Resources Specialist

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Collin College	2008	A.A.S., Paralegal/Legal Assistant