

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Kelly Alvarez
ADDRESS: Frisco, TX
POSITION: Administrative Assistant
DEPARTMENT: Academic Affairs/Workforce, Frisco Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
George P. Johnson Experience Marketing	09/18 – 06/19	Administrative Assistant
Maxim Integrated	03/12 – 03/17	Assistant
Pottery Barn	08/09 – 02/12	Sales Associate, Part-time

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Chapman University	2000	M.A., Organizational Leadership
Biola University	1994	B.A., Music
Orange Coast College	1985	A.A., Liberal Arts