

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Kelly Erb
ADDRESS: Dallas, TX
POSITION: Executive Assistant
DEPARTMENT: Administrative Services, CHEC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Texas Golf Association	02/16 - 07/18	Executive Assistant
Society of Petroleum Engineers	06/01 - 11/15	Business Development Administrator

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Southwestern Paralegal Institute	1993	Paralegal Certificate