

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Laura Duran  
**ADDRESS:** Celina, TX  
**POSITION:** Program Manager Assistant  
**DEPARTMENT:** CE- Health Sciences, CYC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	08/11 - 10/17	Secretary, Part-time
Collin College	06/10 - 07/11	Student Assistant, Part-time
Hollingsworth Family Eye Care	02/08 - 08/09	Receptionist
Belcan Tech Services	02/07 - 12/09	Order Processor
Volt Staffing	10/06 - 01/07	Administrative Assistant

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of North Texas	2015	B.A., Applied Arts and Sciences