

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Lisa Downing
ADDRESS: Raymond, MS
POSITION: Administrative Assistant
DEPARTMENT: Auxiliary Services, SCC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Hinds Community College	06/13 - 01/18	Office Manager
Hinds Community College	01/03 - 05/13	Administrative Assistant

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Hinds Community College	1989	Business Technology Certificate