

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Irene Schubert
ADDRESS: Frisco, TX
POSITION: Executive Assistant to CFO
DEPARTMENT: Chief Financial Officer, CHEC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
RomaZone	07/18 – 04/20	Bookkeeper
Andrew Emerson, D.O.	11/16 – 04/20	Blackboard Administrator
Lehtola & Cannatti	06/16 – 04/20	Office Manager
Phillips Home Improvements	10/19 – 12/19	Assistant to VP of Sales and Operations
Edelweiss Associates	07/17 – 07/18	Bookkeeper
Stonebriar Funeral Home	10/13 – 04/16	Office Manager
Emerson Law Firm	04/06 – 01/15	Office Manager

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Ambassador University	1994	B.S., Home Economics