

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Jennifer Jordan  
**ADDRESS:** Allen, TX  
**POSITION:** Division Secretary  
**DEPARTMENT:** ACCESS, SCC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	08/15 - 09/15	Administrative Assistant - PT
Med Assets	11/12 - 02/13	Administrative Assistant
Bank of America	10/87 - 07/94	Office Manager/LAN Administrator

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Olympic College	2011	A.A., Business / Economics