

BACK-UP INFORMATION

NAME: Yuk Ping Lau
ADDRESS: McKinney, TX
POSITION: Administrative Assistant, Purchasing
DEPARTMENT: Purchasing, CHEC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Dallas College	01/17 – 04/21	Administrative Assistant II
University of Texas at Dallas	05/15 – 05/16	Administrative Services Officer I
Vaford Group of Companies Ltd.	08/07 – 01/15	Executive Assistant

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Richland College	2019	A.A.S., Executive Assistant