

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Tonya Smith  
**ADDRESS:** Plano, TX  
**POSITION:** Accounts Receivable Coordinator I  
**DEPARTMENT:** Financial Services & Reporting, CPC

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	05/06 - 11/14	Accounts Receivable Associate
Lifespan/Wellspring Counseling Center	01/09 - Present	Counselor
Christopher & Banks	08/04 - 05/06	Store Manager
Miller Curtain Company	12/89 - 08/04	Production Manager/Store Director

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Argosy University	2009	M.A., Professional Counseling
Texas A&M Kingsville	2003	B.S., Criminology
Texas State Board of Examiners of Professional Counselors	2013	Licensed Professional Counselor