

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Maria Ines Kirk  
**ADDRESS:** Mesquite, TX  
**POSITION:** Advisor, International Students  
**DEPARTMENT:** Academic Advising & Student Success, SCC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
University of Texas at Dallas	05/08 - 04/14	International Student Advisor
Jenkins & Gilchrist, PC	05/06 - 05/07	Immigration Paralegal
North Lake College	10/00 - 05/06	Instructional Student Services Coordinator
Brookhaven College Multicultural Center	06/98 - 10/00	Academic Advisor, Part-time
DCCCD	08/98 - Present	Adjunct Faculty

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Our Lady of the Lake University	2005	M.A., Human Sciences
Faculdade de Ciências e Letras de São Bernardo do Campo	1975	B.A., Education/Languages