

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Julie Cooper Nevarez
ADDRESS: Princeton, TX
POSITION: Administrative Assistant
DEPARTMENT: Innovation Office, CHEC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
University of Texas at Dallas	02/17 – 05/19	Administrative Assistant II
University of Texas at Arlington	01/17 – 02/17	Administrative Assistant II
University of Texas at El Paso	06/09 – 12/16	Administrative Services, Coordinator
University of Texas at El Paso	08/08 – 06/09	Administrative Assistant
Paula Thomas, Attorney at Law	06/07 – 12/07	Legal Assistant

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Texas School of Business	1991	Certification for Legal Assistant
International Business College	1983	Certification for Legal Secretary