

BACK-UP INFORMATION

NAME: Diane Kendall
ADDRESS: Richardson, TX
POSITION: Administrative Assistant
DEPARTMENT: Academic Affairs, Plano Campus

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	02/20 – 01/21	Administrative Assistant, Part-time
Real Manage	02/19 – 01/21	Accounts Payable Processor, Part-time
East Coast Builders Conference	01/18 – 07/18	Administrative Assistant
Canyon Creek Christian Academy	04/12 – 07/17	Finance Administrator

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Baylor University	1986	B.B.A., Management and International Business