

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Sally Holmburg
ADDRESS: Prosper, TX
POSITION: Admissions/Records Assistant
DEPARTMENT: Admissions and Records, CPC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Temporaries of McKinney (Collin College)	12/14 - 07/15	Admissions/Records Assistant
Smiles Hollywood Style Orthodontics	11/14 - 11/14	Front Desk Manager
Cranial Technologies	05/09 - 10/14	Intake Coordinator
Oak Grove United Methodist Church	09/07 - 12/08	Sunday School Teacher
Lazy Paw Animal Hospital	09/08 - 10/10	Front Desk Receptionist
Frisco Family Orthodontics	12/07 - 03/09	Treatment Coordinator
Smiles Hollywood Style Orthodontics	05/05 - 11/07	Treatment Coordinator
Animal Clinic, Frisco	12/04 - 04/05	Front Desk Receptionist
McCraw Gant Law Firm	09/04 - 12/04	Legal Secretary

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	1992	B.A., American Studies
Dallas County Community College District	1988	A.S., Real Estate
Southern Methodist University	1992	Paralegal Certificate