

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Justina Conley  
**ADDRESS:** McKinney, TX  
**POSITION:** Executive/Legal Assistant  
**DEPARTMENT:** Human Resources, CHEC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
McCraw Gantt	02/13 - 12/14	Paralegal
Kane Russell Coleman & Logan PC	05/11 - 02/13	Legal Secretary
Clouse Dunn Khoskbin LLP	05/08 - 05/11	Legal Assistant
Haynes and Boone	04/07 - 05/08	Legal Assistant
Godwin Pappas Ronquillo PC	03/05 - 04/07	Litigation/IP Secretary
Stinnett, Thiebaud & Remington	05/00 - 03/05	Administrative Assistant/Legal Secretary

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Narvarro College	2000	A.A.S., Paralegal Studies