

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Jana Nixon  
**ADDRESS:** Dallas, TX  
**POSITION:** Program Career Coach Workforce  
**DEPARTMENT:** Academic Affairs Workforce, PRC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
West Texas A&M University	06/13 - 08/16	Student Employment Coordinator
Milan Institute	10/10 - 05/13	Professional Development Instructor
Champlain College	12/03 - 01/10	Senior Career Advisor

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
The University of Texas at Austin	1980	B.J., Journalism