

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Pamela Dutro  
**ADDRESS:** McKinney, TX  
**POSITION:** Administrative Assistant  
**DEPARTMENT:** Library, CPC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	04/14 - 07/15	Periodicals Assistant, Part-time
University of Dallas	04/15 - 07/15	Administrative Assistant, Part-time
EP Family Law	05/07 - 05/10	Legal Assistant
KC Public Libraries	07/03 - 08/09	Librarian/Library Assistant

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of Arizona	1995	M.A., Library Science
Montana State University	1987	B.S., Business Management
Texas Judicial Branch Certification Commission	2013	Texas Certified Guardian
American Alliance of Paralegals, Inc.	2012	Certified Paralegal