

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Grace Fox
ADDRESS: Frisco, TX
POSITION: Administrative Assistant II, Division Meetings/Events
Coordinator
DEPARTMENT: Academic Affairs/Workforce, PRC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Done Gracefully	07/17 – 01/20	Special Events Management
Confider Health Solutions	08/14 – 06/17	HR Employee Engagement Specialist
Shelton Family Healthcare	01/09 – 07/14	Front Office Management

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Collin College	2011	Meeting and Events Management Certificate