

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Kaylin Ballard  
**ADDRESS:** Garland, TX  
**POSITION:** Special Admission Coordinator/Advisor  
**DEPARTMENT:** Dual Credit, SCC

***SELECTED EXPERIENCE***

<u>Employer</u>	<u>Date</u>	<u>Position</u>
University of Texas at Dallas	12/13 - 07/14	Academic Support Coordinator
	07/12 - 12/13	Foreign Credential Processor III
	11/11 - 07/12	Enrollment Support Specialist II
	10/10 - 11/11	Enrollment Support Specialist I
	07/09 - 10/10	Degree Plan Evaluator I
CMI Rubber Company	09/06 - 02/09	Human Resource Manager/Administrative Assistant

***EDUCATION***

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
DeVry University	2009	B.S., Business Information Systems