

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Grace Utsler  
**ADDRESS:** McKinney, TX  
**POSITION:** Circulation Assistant  
**DEPARTMENT:** Library, PRC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	09/11 - 06/14	Student Assistant, Library
Hahn Household	07/01 - 07/03	Housekeeper
Knights of Columbus Insurance	01/98 - 07/00	Secretary