

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Zahra Soleimani  
**ADDRESS:** Wylie, TX  
**POSITION:** Administrative Assistant/Records Clerk  
**DEPARTMENT:** Police, Plano Campus

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	08/12 – 06/20	Secretary, Instructional Office
Collin College	04/06 – 07/12	Office Assistant, International Advising Office

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Collin College	2011	A.A.S., General Studies