

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Megan Buchanan
ADDRESS: McKinney, TX
POSITION: Administrative Assistant
DEPARTMENT: Library, CPC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Newmeyer & Dillion	05/18 – 09/18	Accounts Payable/Client Cost Processing Coordinator
Cousins Tackle Corporation	08/12 – 04/18	Accounts Receivable/Office Manager
U.S. Army	09/05 – 02/09	Unit Supply Specialist

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
California State University, Long Beach	2013	B.S., Business Administration