

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Emily Adams  
**ADDRESS:** Little Elm, TX  
**POSITION:** Buyer  
**DEPARTMENT:** Purchasing, Construction, CHEC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Attack Poverty	11/17 – 10/18	Programs Coordinator
Chevron	03/10 – 10/15	Contract Advisor
Chevron	01/07 – 03/10	Procurement Specialist
Chevron	03/06 – 01/07	Procurement Assistant
Venturi Staffing	07/04 – 02/06	Contractor

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Stephen F. Austin University	2003	B.A., Business Administration
Arizona State University	2009	Supply Chain Management Certificate
International Association for Contracts and Commercial Management Certification	2012	IACCM Certificate