

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Andrea Dahl  
**ADDRESS:** Plano, TX  
**POSITION:** Administrative Assistant  
**DEPARTMENT:** Academic and Workforce Development, Allen Center

***SELECTED EXPERIENCE***

| <b><u>Employer</u></b>                | <b><u>Date</u></b> | <b><u>Position</u></b>       |
|---------------------------------------|--------------------|------------------------------|
| Sleep Medicine Associates of Texas    | 07/14 – present    | Front Desk Admin. Assistant  |
| Collin College                        | 11/12 – 07/15      | Student Assistant            |
| InTouch Credit Union                  | 06/09 – 09/12      | Senior Accounting Specialist |
| Michigan Schools & Govt. Credit Union | 11/04 – 11/08      | Accounting Specialist        |

***EDUCATION***

| <b><u>School</u></b>     | <b><u>Date</u></b> | <b><u>Course/Degree/Certification</u></b> |
|--------------------------|--------------------|---|
| Walsh University         | 2006               | Masters, Finance                          |
| Walsh University         | 2002               | Bachelors, Business Administration        |
| Macomb Community College | 2000               | Associates, Business Administration       |