

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Georganna (G'Anna) Saunders
ADDRESS: Allen, TX
POSITION: Executive Assistant
DEPARTMENT: Vice President/Provost Office, SCC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	06/13 - 01/14	Administrative Assistant, Part-time
	09/12 - 06/13	Division Secretary, Part-time
	08/05 - 09/07	Executive Assistant
	02/05 - 08/05	Academic Advising Specialist
	03/04 - 02/05	Division Secretary
Insight for Living	04/02 - 12/02	Executive Assistant
ADEX Corporation	01/01 - 10/01	Office Administrator

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Texas at Dallas	2003	B.A., Literary Studies
Paradise Valley Community College	1993	A.A.S., Office Administration
State of Texas	2013	Notary Public