

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Georganna (G'Anna) Saunders

ADDRESS: Allen, TX

POSITION: Assistant to the Dean

DEPARTMENT: Academic Affairs, SCC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	12/16 - 05/17	Executive Assistant, President's Office
Collin College	06/16 - 11/16	Executive Assistant to Executive VP
Collin College	01/14 - 06/16	Executive Assistant
Collin College	09/12 - 01/14	Administrative Assistant, Part-time
Collin College	08/05 - 09/07	Executive Assistant
Collin College	02/05 - 08/05	Academic Advising Specialist
Collin College	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>
The University of Texas at Dallas	2003	B.A., Literary Studies
Paradise Valley Community College	1993	A.A.S., Office Administration