

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Justina Conley
ADDRESS: McKinney, TX
POSITION: Executive Assistant
DEPARTMENT: Human Resources, CHEC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	02/15-05/18	Executive Assistant
McCraw Gantt	02/13-12/14	Paralegal
Kane Russell Coleman	05/11-02/13	Legal Secretary
Clouse Dunn	05/08-05/11	Legal Assistant

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Navarro College	2000	A.A., Legal Assistant