

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Shonda Satterfield
ADDRESS: Melissa, TX
POSITION: Secretary
DEPARTMENT: Instructional Office, CPC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	11/17 - 02/18	Division Secretary, Part-time
Lanier Technical College	05/16 - 09/17	Records Management Secretary
Lanier Technical College	05/13 - 04/16	Admissions Information Clerk
Branch Banking and Trust	07/07 - 04/13	Certified Senior Teller

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Lanier Technical College	2017	Certificate of General Studies