

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Stephanie Albertini
ADDRESS: McKinney, TX
POSITION: Secretary I
DEPARTMENT: Distance Learning, PRC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	09/14 - 01/15	Administrative Assistant, Part-time
Marysville Exempted Schools - Raymond	07/13 - 07/14	Secretary
Marysville Exempted Schools - Creekview	09/11 - 07/14	Secretary Aide
Herrick Park Elementary School	09/08 - 07/11	Secretary
West Virginia Department of Natural Resources	06/07 - 06/08	Office Assistant III
West Virginia Department of Tax and Revenue	07/05 - 12/05	Administrative Secretary
	08/02 – 06/05	Secretary II