

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Haley Barfield  
**ADDRESS:** Denton, TX  
**POSITION:** Executive Assistant  
**DEPARTMENT:** Continuing Ed and Workforce Development, CYC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Inspire Live	01/16 - 05/17	Executive Assistant
Signature Tree Service	02/10 - 01/16	Administrative Assistant

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
University of North Texas	2015	B.A., Communication Studies
Collin College	2013	A.A., General Studies