

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Donna Ludwig  
**ADDRESS:** Van Alstyne, TX  
**POSITION:** Administrative Assistant to the Board of Trustees  
**DEPARTMENT:** District President's Office, CHEC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
City of Allen	03/17 – 12/19	Senior Administrative Assistant
Arbor Philanthropy	07/14 – 02/17	Administrative Assistant
City of Allen	08/10 – 07/13	Senior Administrative Assistant
Technology Partners, Ltd	07/97 – 08/10	Executive Assistant/Office Manager

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Bauder Fashion College	1982	A.A., Arts