

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Sylvia M. Herrera  
**ADDRESS:** McKinney, TX  
**POSITION:** Executive Assistant  
**DEPARTMENT:** Vice President/Provost, CPC

***SELECTED EXPERIENCE***

<u><b>Employer</b></u>	<u><b>Date</b></u>	<u><b>Position</b></u>
Collin College	09/12-05/18	Executive Assistant
Southern Methodist University	07/06-12/11	Administrator Coordinator

***EDUCATION***

<u><b>School</b></u>	<u><b>Date</b></u>	<u><b>Course/Degree/Certification</b></u>
Southern Methodist University	2008	B.A., Journalism/Cinema-Television