

**RECOMMENDATION FOR APPOINTMENT  
BACK-UP INFORMATION**

**NAME:** Coleen Schwyzer  
**ADDRESS:** McKinney, TX  
**POSITION:** Supervisor, Accounts Payable  
**DEPARTMENT:** Financial Services, CHEC

***SELECTED EXPERIENCE***

<b><u>Employer</u></b>	<b><u>Date</u></b>	<b><u>Position</u></b>
Collin College	09/13 - 01/17	Coordinator, Accounts Payable
Sierra College	09/08 - 03/13	Accounts Payable Technician
Ivers Financial	05/05 - 12/09	Financial and Administrative Support

***EDUCATION***

<b><u>School</u></b>	<b><u>Date</u></b>	<b><u>Course/Degree/Certification</u></b>
Sierra College	2005	A.A., Accounting