

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Renee Long
ADDRESS: Prosper, TX
POSITION: Executive Assistant
DEPARTMENT: Vice President /Provost, PRC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	01/15-05/18	Executive Assistant
Collin College	08/13-12/14	Administrative Assistant, Part-time
Collin College	08/12-07/13	Data Clerk
Mascot Construction	03/12-05/12	Administrative Assistant
Elgin Community College	10/05-06/10	Testing Office Assistant

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
California State University, San Bernardino	1991	B.A., Economics