

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Judy James
ADDRESS: McKinney, TX
POSITION: Executive Assistant
DEPARTMENT: Academic Services, CHEC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
Collin College	04/12-05/18	Executive Assistant
Cisco College	08/05-03/12	Administrative Assistant

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
University of Houston	2016	M.Ed., Higher Education
Tarleton State University	1997	B.B.A., Human Resource Management
University of California	1991	Legal Assistant
Southwestern College	1987	A.S., Business Management