

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Ivy Garcia
ADDRESS: Plano, TX
POSITION: Human Resources Specialist, Records
DEPARTMENT: Human Resources, CHEC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
International Leadership of Texas	02/17 – 02/20	Human Resources Specialist
Harmony Science Academy Dallas	08/15 – 02/17	Library Aide
U-Haul	07/98 – 07/12	Senior Office Manager

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Remington College Dallas	2014	A.S., Computer Network Administration