

**RECOMMENDATION FOR APPOINTMENT
BACK-UP INFORMATION**

NAME: Jan Clark
ADDRESS: Sherman, TX
POSITION: Accounting & Budget Associate
DEPARTMENT: Finance Services & Reporting, CHEC

SELECTED EXPERIENCE

<u>Employer</u>	<u>Date</u>	<u>Position</u>
University of North Texas	10/13 - 02/15	Administrative Specialist IV
Grayson College	10/10 - 10/13	Human Resources Specialist
Abernathy, Roeder, Boyd & Joplin	09/08 - 12/08	Litigation File Clerk
Sherman ISD	10/03 - 03/05	Human Resources Secretary/Clerk

EDUCATION

<u>School</u>	<u>Date</u>	<u>Course/Degree/Certification</u>
Collin College	2008	A.A.S., Paralegal/Legal Assistant