

MEGHAN PAQUETTE

I have been working in higher education for the past 7 years. Bring educational opportunities to my local community is the main priority of both of the current programs I work with. The [Early College Program](#) at YC provides college earning opportunities to high school students. Some students have even completed their two-year degrees and industry certificates. The YC [Promise Program](#) is an incredible opportunity for students to graduate with their degree tuition-free.

EDUCATION

- 2021
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2020

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MS Program Evaluation & Data Analytics
Arizona State University

📍 Tempe, Arizona
- 2015
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2014

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MBA Human Resources
Stony Brook University

📍 Stony Brook, NY
- 2013
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2010

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BA Psychology (minors Accounting & Anthropology)
Stony Brook University

📍 Stony Brook, NY

SELECTED POSITIONS

- Present
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2020

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Director of Early College and Promise
Yavapai College

📍 Prescott, AZ

- Plans, directs and provides administrative oversight for Early College and Promise Program activities by using institutional data and best practice information.
 - Plans, directs and provides administrative oversight for Early College and Promise Program activities by using institutional data and best practice information.
 - Provide leadership and resolve concerns for program participants, parents, faculty, YC departments and high school staff.
- 2020
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2019

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Promise Program Coordinator
Yavapai College

📍 Prescott, AZ

- Develop relationships and collaborate with faculty and staff to create orientations and programs for promise students.
 - Develop relationships and collaborate with faculty and staff to create orientations and programs for promise students.
 - Plans, directs and provides oversight for YC Promise Program activities by evaluating data.
- 2019
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2018

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GEAR UP Program Coordinator/Success Advisor
Yavapai College

📍 Prescott, AZ

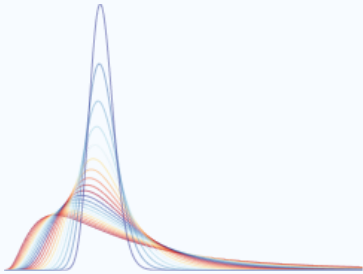
- Practice intrusive advising to track student cohort of 160+ students for academic standing, financial aid standing, and degree/certificate progression.
 - Report data quarterly for the Grant to provide information on student and program data.
 - Develop outreach to student cohort for touch points throughout the semester such as academic planning, financial aid, career planning, and developmental education students.
- 2018
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2015

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Academic Advisor
Yavapai College

📍 Prescott, AZ

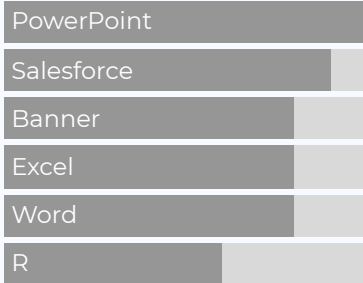
- Meet with students regarding career and transfer goals, degree/certificate selection, student success, and course selection: Recruitment, Retention, and Completion.
 - Track student cohort of 800+ students for academic standing, financial aid standing, and degree/certificate progression.
 - Present at New Student Orientation, Pre-Nursing Workshops, faculty and department training.



CONTACT

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PROGRAM SKILLS



2015
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2014

Research Assistant

College of Business

📍 Stony Brook University

- Design and document research studies on gender differences in salary negotiations, job titles, and humor in the workplace.
- Analyze research data for patterns that may or may not support Primary Investigators hypotheses.

2015
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2014

Quad Assistant

Stony Brook University

📍 Stony Brook, NY

- Perform support clerical and administrative functions for the Quad Director: communicate via phone and email to clients and upper management.
- Provide customer service support and university information to 5 residential buildings with 1500 students.
- Manage ledgers for 3 state accounts totaling over \$20,000 including P-cards and documenting invoices and account transactions.

2015
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2014

Graduate Assistant

Stony Brook University

📍 Stony Brook, NY

- Manage all aspects of the Human Resource process for 100+ employees: recruiting, checking references, interviewing, selecting, hiring, and on-boarding.
- Meet with students regarding identifying academic goals and monitor achievements.
- Maintain student records and interpret degree progress reports.

2013
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2012

Environmental Health and Safety Intern

Saint-Gobain

📍 Watervliet, NY

- Create databases using Microsoft Access for data analysis processes.
- Conduct interviews with employees on safety procedures and tasks in the manufacturing process.
- Interview employees about task associated risks and evaluate the level of risk to the individual.