

Jacqueline Sweeney

617-373-3409, j.sweeney@northeastern.edu

Highlights of Qualifications

- Teach classes and workshops on cooperative education to students, faculty and employers
- Conduct trainings on faculty development, job success skills and diversity
- Spoke before organizations, professionals, and community groups to develop new programs
- Provide career counseling to students and alumni from a wide range of diverse backgrounds
- Former member of the Walt Disney World College Program Advisory Board of Education and Board of Directors for Boston Neighborhood Network, BNNTV
- Chaired and instructed the Leadership Training Program for the Appalachian Mountain Club
- Member of the Transformational Design Task Force

Professional Experience

Northeastern University

Boston, MA

Senior Faculty Coordinator, Cooperative Education

July 2014-Present

Associate Faculty Coordinator, Cooperative Education

July 1996-July 2014

Assistant Faculty Coordinator, Cooperative Education

January 1993-July 1996

Manage and direct the Cooperative Education Program. Develop and maintain full time work experiences in the public and private sectors. Counsel, interview and assist students in appropriate professional work assignments consistent with identified interests, abilities and needs. Assist students in assessing career goals, establishing specific objectives for job opportunities and evaluating work experiences. Teach students job search skills, including resume preparation, cover letter and interviewing techniques. Design and conduct freshmen and transfer student co-op orientation programs. Maintain active liaison and on-site contact with potential and actual employers regarding student performance, progress, problems and future work experiences. Present workshops on cooperative education to professional organizations and interested groups. Design and present workshops on diversity with the Diversity Team.

Cooperative Education Counselor III

December 1990 - December 1992

Cooperative Education Counselor II

July 1988 - November 1990

Developed and administered the Criminal Justice cooperative education program with the coordinator. Counseled, interviewed, and referred students for various positions. Developed and maintained full time paid work experiences for students. Trained co-workers on the computer. Created and maintained data base and records. Served as liaison with other University departments. Developed and presented workshops on cooperative education to students and parents. Created and implemented in-house training seminars. Conducted freshmen and transfer student orientation sessions.

Digital Equipment Corporation

Maynard, MA

Practicum - Educational Consultant

September 1990 - June 1991

Researched education and training programs for Digital's educational services. Analyzed human resource data. Reviewed motivational techniques. Interviewed people in training and educational fields. Created a special report titled "Creating a Learning Environment."

Nova Mutual Funds Group

Boston, MA

Portfolio Assistant

July 1987 - January 1988

Conducted the daily pricing of Nova Fund at market close. Located and adjusted share position, cost, gain/loss and cash. Handled all shareholder calls and correspondence. Compiled unaudited figures at quarter's end and prepared quarterly shareholder reports. Combined data for quarterly director's meeting. Processed prospectus requests and marketing questionnaires.

Jacqueline Sweeney -Page 2

Oppenheimer Asset Management Corporation

Denver, CO

Broker/Dealer Coordinator

October 1984 - October 1986

Provided quality, priority customer service, via telephone and written communication, to personnel of top producing brokerage firms including Prudential-Bache Securities Inc., Oppenheimer & Company, and E.F. Hutton & Company. Trained co-workers on the personal computer to access shareholder accounts. Processed purchases, liquidations and exchanges. Issued and distributed certificates.

Computer Knowledge: Microsoft Word, Excel, PowerPoint, Salesforce, iMovie, Google Suite, LinkedIn, Twitter, Snapchat

Education

Master of Science in Human Resource Counseling

Northeastern University

Concentration: Training and Development

Bachelor of Science in Resource Economics

University of Massachusetts

Certifications

Registered Yoga Therapist, C-IAYT, RYT 500
Registered Yoga Teacher, Body Balance Yoga, RYT 500
CPR and First Aid

Affiliations & Memberships

Cooperative Education and Internship Association (CEIA)
American Public Health Association (APHA)
Career Counselors Consortium (CCC)
Dana Farber Cancer Institute - Climb Against Cancer
Appalachian Mountain Club (AMC)
Girl Scouts of America (GSA)
International Association of Yoga Therapists (IAYT)