



# City of Methuen, Massachusetts

## OFFICE OF THE MAYOR

The Searles Building, 41 Pleasant Street – Suite 303  
Methuen, Massachusetts 01844  
Telephone: 978-983-8505

David P. Beauregard, Jr.

*Mayor*

### **Board/Commission Member Nomination Paper Checklist**

1. Candidate Name/Address:

Patrice Friant

2. Board/Commission: Conservation Commission

3. Date Talent Bank Application Received: 12/5/25

4. Interview Date/Interviewer: 12/10/25 by Jordan Normandia

5. Date CORI Check Performed/Initials: 1/8/26 by J.N.

6. Documents Attached:

Talent Bank Application  
Resume

7. Mayoral Recommendation:

I am pleased to recommend Patrice Friant for appointment to the Conservation Commission. She holds a Master of Public Administration from the University of West Florida and brings strong managerial and leadership experience from her tenure as an Assistant Director at Pensacola State College, where she served in various departments with responsibility for operations, policy implementation, and stakeholder coordination. Her background in public administration equips her with a solid understanding of governance, regulatory processes, and long-term planning, while her leadership experience demonstrates an ability to balance organizational priorities with community needs. Together, these qualifications would enable her to be a thoughtful, collaborative, and effective member of the Conservation Commission, contributing meaningfully to the stewardship and preservation of local natural resources.



Outlook

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## Online Form Submittal: Talent Bank Application

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From noreply@civicplus.com <noreply@civicplus.com>

Date Fri 12/5/2025 4:12 PM

To Touma Conway, Christine <Cconway@ci.methuen.ma.us>; Ambra, Michele <mambra@ci.methuen.ma.us>; Normandia, Jordan <JNormandia@ci.methuen.ma.us>

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

### Talent Bank Application

First Name Patrice

Last Name Friant

Address

City METHUEN

State MA

Zip Code 01844

Phone Number Conservation Commission

Email Address

Which Committee / Board  
you are interested in serving  
on? Conservation Commission

If you are interested in more  
than one, please rank your  
interests Master of Public Administration  
Retired

Education

Current Employer and  
Position Previously employed in higher education. Previous CASA  
volunteer. Previous Veteran Mentor. Currently on the Point  
After Club Advisory Board.

Please list additional skills,  
certificates and volunteer  
experience USAF veteran

Additional comments?

**Patrice M. Friant**

Experience: Pensacola State College, Pensacola, FL (retired) 03/18 – 02/24

**Assistant Director Records**

- Subject Matter Expert in the transition from a legacy software system to Work Day records, student portal, financial aid and human resource software system
- Work with department heads and deans to input/rectify course sections, grade changes, course substitutions and a variety of daily tasks
- Guide advisors in a variety of situations including suggestions for course subs, requests for late withdrawals/refunds, assisting students with meeting state statutes such as Civic Literacy requirements, etc.
- Work closely with Financial Aid and Bursar to assure students' funding and payments are timely and courses are not dropped
- Provide customer service to students to assist in a multitude of issues, from assisting Admissions in determining residency to determining how/if we can remove a restriction on a student
- Oversight of transcript evaluation

Pensacola State College, Pensacola, FL 03/17 – 03/18

**Career and Technical Education (CTE) Student Services Specialist**

- Worked with CTE staff to significantly increase the number of students who complete the TABE requirement for graduation. Increased CTE graduation rate 12% in 2017 compared to 2016.
- Developed system to continue monitoring and documenting TABE completion or completion of TABE waiver requirements

Pensacola State College/South Santa Rosa Center, FL 12/11 – 03/17

**Coordinator of Student Services – South Santa Rosa Center**

- Oversight of all student services on the satellite center to include academic and career advising, orientation, testing, student activities, as well as financial aid, admissions and registration liaison services in tandem with main campus and satellite campuses

Pensacola State College/South Santa Rosa Center, FL 12/11 – 7/13

**Student Services Specialist**

Insights Training Group, LLC, Lopez, PA 05/10 – 08/11

**Career Development Manager at Red Rock Job Corps**

- Direct management of 5 Counselors, The Orientation Program, Career Transition/Graduation Program, Work-Based Learning Program and Placement Program (15 direct reports). Accountable for budget and maintenance of above facilities

University of West Florida, Pensacola, FL 05/07 – 5/10

**Assistant Director for Experiential Education/Career Development**

- Responsible for the University's cooperative education program, inclusive of all majors/programs. Responsible for re-established criteria and completed application for the University's Accreditation Council for Cooperative Education (ACCE) accreditation.

