

Natasha R. Nau

Curriculum Vitae

Address: 1127 High Ridge Rd., Ste. 313, Stamford, CT 06905; **Phone:** (203) 253-0187; **E-mail:** righnauconsulting@gmail.com

EDUCATION

Saint Joseph's University, Philadelphia, PA

Post Baccalaureate Certificate, Accountancy (in-progress); GPA: 3.66

University of Delaware, Newark, DE

M.P.A., Specialization: Public Management, Dec. 2012; GPA: 3.83

Seoul, South Korea Study Abroad, Case Study in Policy Management, Oct 2012

James Madison University, Harrisonburg, VA

B.S., Public Policy and Administration, Minor: Human Resource Development, May 2010; GPA: 3.42

RELEVANT EXPERIENCE

Finance Manager, Town of Beacon Falls, CT

Mar. 2019 – current

- Plans and directs municipal finance operations for the town including \$7M budget preparation and execution.
- Manages payroll administration, A/R and A/P, capital planning, bond issuance, procurement, grant writing/administration, risk (insurance), and internal control procedures.

Founder/CEO, RightNauConsulting LLC

Jan. 2019 – current

- Professional consulting services for governmental entities and small businesses in the areas of finance, budgeting, bookkeeping/accounting, grant writing, website design, renderings/visualizations and much more.

Assistant Deputy Commissioner for Management, Philadelphia Fire Department

Dec. 2016 – 2018

- Forecasted, planned & analyzed administrative/fiscal/procurement services in a 2,600+ member department.
- Evaluated effectiveness of operations and mission impact; explored innovative methods to streamline delivery of services.
- Co-led program-based operating budget transition (\$287M), creation, execution and monitoring; capital planning.
- Grants manager/writer (\$20M+), special events accounts receivable administrator and petty cash custodian.

Town Administrator (CAO), Columbia, CT

Apr. 2015 – 2016

- Supervised workforce of 60 individuals that included full-time, part-time, seasonal and union employees.
- Prepared the annual operating and capital budgets (totaling \$4.9M).
- Co-administered all benefits and insurance plans.
- Counseled department heads regarding operations, planning, policy creation, and reporting procedures.
- Proposed ordinances for consideration and prepared fiscal notes.
- Served as Public Information Officer and press liaison.
- Wrote award-winning grants for energy reduction, youth services, and senior transportation.
- Managed all capital projects include a library expansion, road paving, and bridge construction and repair.

Finance/HR Director, London Grove Township, West Grove, PA

Jan. 2013 – Apr. 2015

- Maintained and reconciled bank statements; prepared monthly financial reports. Monitored golf club financials.
- Designed and implemented all accounts payable and receivable procedures.
- Recorded all journal, adjusting, and closing entries and audited for accuracy.
- Co-prepared and monitored annual operating budget (\$4.7M); managed all loan agreements.
- Processed payroll for 12 full-time employees through 3rd party service; administered benefits and insurance.
- Developed and reviewed financial ordinances and resolutions.
- Counseled department heads regarding accounting and budgetary policies, procedures, and reporting.

Intern, London Grove Township, West Grove, PA

June – Sept. 2012

- Managed 11 projects: 1) Storm water permit renewal and mapping 2) On-lot sewage maintenance program and brochure 3) Agriculture and industrial zoning ordinance amendments 4) Economic development strategy 5) Financial monitoring workbook 6) Odor complaint hotline 7) HR Consortium salary data entry for county 8) E-mail retention policy creation 9) Electricity supplier contract/quote comparison 10) Website/social media updates and 11) Grant application development.

Public Administration Fellow, Institute for Public Administration, UD

Sept. 2011 – Dec. 2012

- Lead Research Assistant on phase one of the “Planning for Complete Communities in Delaware” project that partnered with DelDOT, OSPC, and the two pilot communities of Milford and Elsmere.
- Conducted a literature review; assisted in coining the five elements of a Complete Community; completed photography fieldwork; Co-facilitated three workshops and crafted accompanying resources; created and administered

a Visual Preference Survey (about design and development); created and managed a website and social media accounts.

- Co-wrote three final reports, co-planned a regional summit, and created a historic landmark map.

Intern, HR Department, Tempe, AZ

Jan. – May 2011

- Developed an electronic performance management system using PeopleSoft for supervisors and employees including goal and competencies tracking functions, a communication log, and a mid-year/annual evaluation.

Intern, Fire Department (HR Division), Alexandria, VA

May – Aug. 2010

- Created performance evaluations for the battalion chief and firefighter positions using advanced formulas in Microsoft Excel. Designed an accompanying tutorial in Adobe Presenter with voice over's and screenshots.

Intern, City Manager's Office, Harrisonburg, VA

Jan. – May 2010

- Produced a budget summary document for 16 departments that included their functions as well as allocation of funds.

Intern, Philip Russell, L.L.C., Greenwich, CT

May – Aug. 2009

- Corresponded with clients, courthouses, and jails regarding case matters.
- Performed extensive research for criminal and civil cases (DUI/DWI, drugs, assault/injury, murder, property tax liens, contract violations).

SKILLS

- Harris Spectrum (Microfund & Payforce), Quickbooks Accounting, BlueZone Accounting & Payroll, BMSI Accounting, GovOffice and Wordpress, Google (Docs, Sites, Maps, Earth, SketchUp, Picasa), Qualtrics and Survey Monkey, SPSS, Microsoft Office Suite, Macintosh (Photoshop, iMovie, GarageBand), Adobe (Photoshop, Presenter, Captivate), PeopleSoft Suite, and Prezi.
- Spanish (reading and writing intermediate).

FIELD WORK / PRODUCTS

- Created the Complete Communities Project Website: www.completecommunitiesde.org.
- Facilitated Board of Education's "Superintendent Search" Workshop, Milford, DE (Apr. 4, 2012).
- Produced a website for the Student Association of Policy and Administration (SAPA) to disseminate relevant information and host an interactive "jobs board": <http://sites.udel.edu/sapa/> (Jan. – May 2012).
- Generated an E-Learning safety training program with interactive quizzes for contractors coming to work at MillerCoors in Elkton, VA (Jan. – May 2010).
- Constructed and published a safety plan for the Town of Elkton, VA; presented to town council (Sept. – Dec. 2009).
- Crafted and presented a Performance Improvement Proposal (PIP) for the server training program at Paradocks East Coast Grille in Chesapeake, VA (Sept. – Dec. 2009).

PUBLICATIONS / CONFERENCES

- "Pay-for-Spray Fire Protection Policy: A Case Study of Obion County, Tennessee," NVPA Journal (Apr. 2013).
- "Planning for Complete Communities in Delaware: Summary Report to the City of Milford," Institute for Public Administration (IPA) (Dec. 2012).
- Presenter, Graduate Student Forum, UD, Newark, DE (May 4, 2012).
- "Breaking the Ceiling: Are Female City and Town Managers Rising to the Challenge?" JMU Library (May 2010).
- Presenter, Madison Research by Undergraduates in the Social Sciences and Humanities (MAD-RUSH) Conference, JMU, Harrisonburg, VA (Mar. 27, 2010).

AWARDS / HONORS

- Henry R. Folsom Award for best paper, School of Public Policy and Administration at UD, (May 2013).
- Outstanding Student Public Service Award, Delaware Association for Public Administration (Dec. 2012).
- Honors Program, JMU (2006 – 2010); Dean's List, JMU (Fall 2008 – Spring 2010).
- Public Service Award, CT Secretary of State (2005).

MEMBERSHIPS

- Long Ridge Fire Company (LRFC) President (Mar. 2019 – Mar. 2020) & volunteer firefighter (2000 – present).
- International City Management Association (ICMA) (Jan. 2009 – present).
- Connecticut Town and City Manager Association (CTCMA) (Apr. 2015 – Apr. 2016).
- Connecticut Region Council of Governments (CRCOG) (Apr. 2015 – Apr. 2016).
- Connecticut Conference of Municipalities (CCM) (Apr. 2015 – Apr. 2016).
- Eastern Highlands Health District (EHHD) (Apr. 2015 – Apr. 2016).
- Government Finance Officers Association (GFOA) (Jan. 2013 – Apr. 2015, Mar. 2018 - current).