

# NATISHA M. ALEXANDER

---

## SUMMARY OF QUALIFICATIONS

- ◆ 12 years of experience with New York State government
- ◆ 6 years of experience in operational and financial management for not-for-profit and government organizations
- ◆ Combined 6 years of experience in strategic planning for not-for-profit and government organizations
- ◆ Good administrative and organizational skills
- ◆ Ability to identify and solve problems effectively and efficiently
- ◆ Ability to provide guidance to assist individuals in effectively and successfully completing tasks
- ◆ Strong critical and strategic thinking skills
- ◆ Strong written and verbal communication skills
- ◆ Extensive research and analytic skills
- ◆ Self-motivated, proactive, high energy and quick learner

## SKILLS

MS Word ◆ MS Excel ◆ MS Access ◆ MS Outlook ◆ MS PowerPoint ◆ Internet browsers  
◆ New York State Legislative Retrieval System ◆ QuickBooks ◆ Social Media Platforms

## PROFESSIONAL EXPERIENCE

March 2018-  
Present  
November 2015-  
March 2018

*New York State Division of Budget*  
**Senior Budget Examiner**

Albany, NY

### **Budget Examiner**

- ◆ Analyze the Office of Children and Family Services annual, supplemental and deficiency budgets and make recommendations for initiatives relating to operations related to local assistance programs such as the Child Care Subsidy program including initiatives funded through Temporary Assistance for Needy Families (TANF), Committee on Special Education, Medicaid, Public Private Partnership, Adult Protective, Domestic Violence, Healthy Families NY and Federal Title XX
- ◆ Review agency's budget request and make recommendations to execute necessary revisions
- ◆ Brief State Legislature, staff and public advocates on recommendations included in Executive Budget
- ◆ Negotiate budget with State Legislature
- ◆ Monitor agency program and fiscal operations to ensure budget execution is in accordance with approved plans, applicable statutes and administrative guidelines
- ◆ Research and develop fiscal or policy recommendations related to functional area for complex and sensitive issues
- ◆ Prepare written documents for supervisory review
- ◆ Monitor agency's compliance with approved spending plans by reviewing expenditure activity daily, monthly and/or quarterly as well as analyze any variances
- ◆ Monitor and track monthly disbursements and compare them to the agency's monthly and quarterly cash-flow projections
- ◆ Forecast expenditures and project year end variances as well as forecast the agency's expenditures for the next five years by program area
- ◆ Meet periodically with agency personnel to assess progress made towards program goals and expenditure plans, as well as discuss and make recommendations on adjustments as needed
- ◆ Analyze agency requests for transfer and interchange of funds and positions between program or organizational components to meet changing conditions, and make appropriate determinations as to legality and reasonableness of such action
- ◆ Review and authorize suggested budgetary and programmatic revisions to agency programs
- ◆ Make high-level presentations of issues and recommendations to senior level staff
- ◆ Work with agency personnel to establish strategies for performance management, performance improvement and cost savings actions

# NATISHA M. ALEXANDER

---

January 2014-  
November 2015

*New York State Assembly*

**Legislative Budget Analyst, Standing Committee on Ways and Means**

Albany, NY

- ◆ Responsible for oversight of several Human Services State agencies including the Department of Labor, Office of Temporary and Disability Assistance, Office of Mental Health, Office of People with Developmental Disabilities, Office of Alcoholism and Substance Abuse Services, and the Justice Center for the Protection of People with Special Needs. Also had oversight responsibility for Workers' Compensation Board and New York State Gaming Commission; Monitored and tracked a \$20 billion portfolio of appropriations and expenditures as well as reviewed financial reports to perform comparative analysis for management's review and to prepare the Overview and Statistical and Narrative Summaries of the Executive Budget for the areas of Mental Health, Human Services, Economic Development and General Government
- ◆ Analyzed Governor's Executive Budget to brief committee Chairs and Conference on the details of the Executive Budget proposal and propose recommendations and relevant legislation as it relates to committee Chairs and Conference priorities; Prepare Assembly's Budget proposal as it relates to committee Chairs and Conference priorities; Represent Assembly at budget briefings with Executive Chamber, Division of Budget and Senate staff; Actively participates in the negotiation and preparation of the New York State Enacted budget; Prepare written briefing documents outlining appropriations and programmatic changes for committee chairs and conference members; and perform extensive research for legislative recommendations and community initiatives
- ◆ Developed, draft and analyze legislation for programs in the Education, Labor and Family Assistance budget bill; Develop policies and programs in the areas of Mental Health, Human Services, Economic Development and General Government well as monitor such programs progress and evaluate its effectiveness
- ◆ Orally presented bills at Committee meetings and answer questions regarding legislation
- ◆ Represented Committee at meetings, conferences and public forums
- ◆ Performed research and prepare documentation with appropriate information per Member's request
- ◆ Tracked legislation pertinent to policy areas
- ◆ Helped train new Analysts during onboarding process

March 2011-  
January 2014

*New York State Assembly*

**Legislative Analyst, Standing Committee on Racing and Wagering**

Albany, NY

- ◆ Tracked and analyzed legislation regarding racing, pari-mutuel wagering and breeding and made policy recommendations as it pertained to the Chair's priorities; Briefed Chair on policy issues and prepare appropriate information/documentation for floor debates  
Negotiated, discussed and communicated with other Members and their staff and government agencies on pending or proposed legislation
- ◆ Analyzed and prepared recommendations related to Executive Budget proposals relevant to Member's legislative priorities; Conducted research, analyzed and interpreted information for legislative initiatives, new programs and services; Developed preliminary drafts of legislation and worked with central staff to move such legislation through the legislative process
- ◆ Monitored and reviewed fiscal and programmatic proposals for the New York Racing Association and other gaming entities throughout the for legislative, regulative and/or statutory compliance and well as reviewed and analyzed financial reports from such gaming entities
- ◆ Wrote speeches for Member as well as draft correspondence to constituents, the Governor, the Senate Majority Leader and/or Assembly Speaker
- ◆ Coordinated media and press events as well as managed social media programs, including Member's webpage and Facebook page
- ◆ Represented Member at meetings, conferences and public forums
- ◆ Supervised office staff; reviewed and approved work assignments delegated to such staff as well as managed day-to-day office operations

# NATISHA M. ALEXANDER

---

Jan. 2008-  
March 2011

*New York State Assembly*

**Committee Clerk, Standing Committee on Racing and Wagering**

Albany, NY

- ◆ Tracked and analyzed legislation as well as committee bills throughout the legislative process; Reviewed and made recommendations on bill sponsorship relevant to the Member's legislative priorities
- ◆ Prepared and distributed committee meeting agendas to the appropriate Committee Members and House Leadership; Recorded the roll call vote at committee meetings; Prepared necessary documentation to reflect voting results; Prepared final committee report, which summarized the committee's action on bills, for public review
- ◆ Worked with other Legislators and their staff on proposed or pending committee and issue driven legislation
- ◆ Developed press releases' and coordinate press conferences
- ◆ Met with lobbyists, advocate organizations, and constituents to discuss policy issues
- ◆ Performed research and prepared written correspondences to constituents, other Members and government officials
- ◆ Supervised office staff and managed day-to-day office operations

Oct. 2008-  
Nov. 2008

*Nevada State Democratic Party, President-Elect Barack Obama Campaign*

**Field Organizer**

Las Vegas, NV

- ◆ Successfully won the state of Nevada for Democratic Presidential Candidate Barack Obama by recruiting, training, and mobilizing volunteers to canvass neighborhoods for Get-Out-To-Vote (GOTV) campaign and utilizing the Voter Activation Network (VAN) to identify first time and sporadic voters to encourage participation in Early Voting

## LEADERSHIP EXPERIENCE

April 2018-  
Present

*Albany County Land Bank Corporation*

Albany, NY

Board of Directors

**Treasurer**

May 2017-  
April 2018

**Director**

July 2017-  
Present

*Albany, New York Alumnae Chapter*

Albany, NY

*Delta Sigma Theta Sorority, Incorporated*

**Chair, Social Action Committee**

May 2013-  
June 2017

**Chief Fiscal Officer**

## OTHER EXPERIENCE

July 2018-  
Jan. 2019

*Beacon Communities LLC*

Albany, NY

**Consultant**

## EDUCATION

**Marist College, School of Management**

Poughkeepsie, NY

Master of Public Administration

**University at Albany, Nelson A. Rockefeller College of Public Affairs and Policy**

Albany, NY

Bachelor of Arts, Political Science