

Application

Profile

If you have any questions or difficulty submitting this application, please reach out to Alex Guzhnay at aguzhnay@newhavenct.gov or call 203-946-7670.

Nina (sam) _____ Faucett _____
First Name Middle Initial Last Name

nwilli118@gmail.com _____
Email Address

420 Huntington Street _____ 1 _____
Home Address Suite or Apt
 New Haven _____ CT _____ 06511 _____
City State Postal Code

What ward do you live in (optional - please select ward if you know)?

Ward 20

Mobile: (203) 940-3808 _____
Primary Phone Alternate Phone

Are any of the above number a cell phone number?

Yes No

If so, which? Also, is it okay to send a text message?

yes

Are you currently employed by the City of New Haven or the New Haven Public School System?

Yes No

Self Employed _____ Accountant/Bookkeeper _____
Employer Job Title

To see our list of Boards and Commissions please click here: <https://newhaven-ct.granicus.com/boards/w/976a34cad711af7c/boards>

Which Boards would you like to apply for?

Civilian Review Board: Appointed

Is this an appointment or reappointment request? *

Reappointment

Question applies to multiple boards

Are you seeking a mayoral appointment/reappointment or a appointment/reappointment from the Board of Alders? Mayoral appointments go through the Mayor's Office, while Aldermanic appointments go through the Alders Office of Legislative Services. *

None Selected

Question applies to multiple boards

*Note: If this is an appointment or reappointment request for a Board of Alders slot, please contact the Office of Legislative Services (OLS) at (203) 946-8371 or at alucas@newhavenct.gov if you have any questions on the progress of your appointment. The Mayor's Office is not involved in the timeline of Aldermanic appointees, but forwards any interested applicants for those slots to OLS.

Interests & Experiences

Please tell us about yourself and why you want to serve. Please attach any of the follow:

Resume, Curriculum Vitae (CV), Professional Bio, or a Statement of Interest.

[SAM_R.docx](#)

Upload a Resume

If not submitting a Resume or CV, please submit a ~150 word Statement of Interest as to why you are interested in serving on your selected boards/commissions. If you have uploaded a resume OR you are seeking reappointment, you can write n/a.

Why are you interested in serving on a board or commission?

I have served on this BOARD for several years and have reviewed every complaint. I am interested in extending my education in this area to become more effective. I have been elected by the Newhallville Management Team

Why do you believe you would be a good fit for your selected board and commission(s)?

I have attended every meeting. I do what I say I am going to do. I believe on musts be open minded and with no preconceived ideas

Do you have any time commitments that would prevent you from participating in board/commission meetings? Meeting times can be found by visiting newhavenct.gov/boards, but most are usually once a month for 1-2 hours.

no

Demographics

Some boards and commissions require membership to be politically proportionate, per State Statute on minority party representation (CGS § 9-167a). What is your political affiliation on your voter registration (i.e Democrat, Republican, Unaffiliated, Independent, etc)?

DEM

In order to stay compliant with our city's charter, are you registered to vote in New Haven?

Yes No

We strive to maintain diversity in all of our Boards and Commissions. These questions are optional and if you volunteer the information we will only use it to ensure that our boards and commissions are diverse.

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

How did you hear about serving on our Boards & Commissions?

Years ago NCMT asked me

N. Samantha Fawcett
420 Huntington Ave. New Haven, CT 06511
(203) 940-3808 • nwilli118@gmail.com

Customer Service • Inside Sales and Support • Inventory Control • Accounting/Bookkeeping
Collections • Purchasing • Process & Efficiency Improvement • Financial Analysis
Office and Facility Management

PROFESSIONAL EXPERIENCE

OFFICE RX, New Haven, CT 2009 - Current
Small Business Consulting Company
Bookkeeping/ Office Management Contractor

Assess, identify and resolve problems in administrative systems on a contract basis, which includes improvement of processes and procedures, efficiency improvements, accounting/bookkeeping, budget preparation, cost reduction, customer service and software training, and analysis.

UNIVERSAL IMAGING, Stamford, CT 2005- 2009
A Medical Imaging Start Up Company
Bookkeeper / Office Manager

Fully accountable for the successful start up of the administrative side of a Medical Imaging Company. Overseeing, customer service, purchasing, logistics, financial information systems, and inventory, Strengthened financial and inventory controls by developing and implementing comprehensive processes providing for adequate internal controls.

- Set up all processes and procedures for all administrative departments including HR, Customer Service, Purchasing Inventory and Front Office.
- Customized accounting system and devised new processes for shipping, receiving, purchasing and A/R and A/P ultimately increasing efficiency throughout the organization. Sourced, negotiated, verified vendors and purchased all furniture, medical equipment and disposables and office equipment and products, which produced a savings of approximately \$100,000

REQUEST INC., Ballston Spa, New York • 2001-2005
A start-up company growing from \$1M to \$9M and from 10 employees to 50.

Bookkeeper / Office Manager

Managed full spectrum of administrative and accounting activities including customer service, inside sales, purchasing, inventory control, financial analysis, cost controls, budget development, internal audits, franchise tax, multi-state sales tax, workmen's comp, and insurance. Established operational procedures and processes.

- Slashed collection time from 120 to 40 days past due.
- Achieved \$40K annual savings through skillful purchasing.
- Decreased overhead 15% and improved production efficiency 10% by strengthening manufacturing and administrative processes.

GENERAL ELECTRIC, Schenectady, New York • 2000-2001

Financial Analyst (Contract Position)

Assessed critical material distribution system to identify and resolve problems in AP; leveraged COPICS and MS Office. Led finalization of generator costing and inputted all entries and adjustments as needed. Resolved accrual errors and verified changes.

- Eliminated 3 years of backlog within 3 months.
- Reduced costing time by adjusting advanced payments for national and international vendors.

CREIGHTON MANNING ENGINEERING, Albany, New York • 1997-2000

A start-up engineering firm.

Bookkeeper / Office Manager

Facilitated billing by establishing computerized bookkeeping and costing system. Managed AP/AR, G/L, collections, closings, bank reconciliations, payroll, benefits, and budgeting. Oversaw purchasing and job costing. All customer service and vendor inquiries.

- Played key role in facility development and management by coordinating construction, sourcing furniture, and planning traffic flow.
- Generated \$10K savings by negotiating telephone purchase and installation.
- Slashed NY State billing process 50% by managing all NY State and municipal billing.

ANGIODYNAMICS, Queensbury, NY

Start up company dedicated to the research and development of products used in intervention radiology

Manager of Regulatory Affairs (1996-1997), Executive Assistant to GM (1992-1995), Materials Manager/Warehouse Manager (1991-1992), Office Manager /Bookkeeper (1989-1991)

Progressive record of positions with increasing responsibility, culminating as Manager of Regulatory Affairs, leading the administrative, purchasing, warehouse, materials, inventory control, production scheduling and customer service departments. Developed organizational policies and procedures and negotiated contracts and fees with physicians and hospitals for new projects.

- Successfully employed Critical Path Method of planning for all research and development projects.
- Developed, submitted, and received FDA approval for two international programs generating over \$2M in sales.
- Substantially contained costs by \$50K annually by developing packing material re-usage strategy.
- Planned, researched, developed, and managed an international bar-coding and global label project under budget, on time, resulting in substantial monetary savings and increased international sales.
- Negotiated vendor contracts based on volume pricing, providing annual savings in excess of \$500K.
- Installed and maintained MRP system to insure JIT purchasing and delivery to synchronize with the production schedule.

SKILLS - Microsoft Office Suite • QuickBooks • Peachtree • ACT

EDUCATION – BS, Elementary Education • MBA (Dual) Accounting and Finance and Management

Community Based Activities

Neighborhood Rx 501(c)3 Corporation. Fiduciary work only

018 to present

Started to meet the needs of community fund raisers and small non-profits to assist in maintaining compliance to meet grant and donor requirements.

Fully Insured. Have managed grants through the City of New Haven, Community Foundation, and CPEN (a local non-profit)

Current Volunteer Activities

Newhallville Management Team - 9 years to present Treasurer/communications

Huntington/Shepard Greenspace Manager – 10 years to present

Haven's Harvest Food Rescue – 2018 to present. Redistributes food, which would have been discarded, to the food insecure in the neighborhood. Involves pick up at different locations and distribution.

Civilian Review Board - Appointed by the Mayor and approved by the Board of Alders in 2019 .

Inspired Communities Inc – Treasurer and Board Member

Support and work at other Newhallville activist's projects such as events in the Learning Corridor, the Perfect Blend, Newhallville Reunion and Health Fair