

SUSAN GOFORTH TOWNSLEY, M.B.A.  
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OBJECTIVE

To positively affect employer growth and success by utilizing my strong accounting, deductive reasoning, and analytical skills, effective communications and interpersonal abilities, and well-rounded work experience

EDUCATION

Master of Science in Accounting (ongoing) Current GPA: 3.6	Central Connecticut State University Scheduled to complete Dec. 2019
Accounting Certificate GPA: 4.0	Three Rivers Community College 2015
Master of Business Administration Robert L. Cole Outstanding Student Award GPA: 3.6	Rensselaer Polytechnic Institute 2000
Graduate Work: Music Theory Graduate Teaching Assistant	University of Tulsa
Bachelor of Music Dean's List	University of Arkansas

WORK EXPERIENCE

OIC OF NEW LONDON COUNTY Instructor: Business Math and Financial Literacy Key responsibilities: Instructed transitioning adult learners in business mathematics, personal financial management, financial recovery skills, principles of success, and effective workplace behaviors as preparation to re-enter the job market and make positive life changes.	New London, Connecticut 2011-2013
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LITERACY VOLUNTEERS OF EASTERN CONNECTICUT Executive Director Key financial responsibilities: Developed and resourcefully managed \$200,000 annual budget, wrote annual report, worked directly with bookkeeper, accountant, auditor, and directors; served as chief development officer and personally wrote and administrated all grants (approximately 30 per year).	New London, Connecticut 2006-2010
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STATE OF CONNECTICUT DIVISION OF SPECIAL REVENUE

Executive Director

Newington, Connecticut

2001-2004

Key financial responsibilities: Oversaw development and management of \$22,000,000 budget; improved efficiency through restructure of organization both through redistribution of duties and reconfiguration of workplace.

STATE OF CONNECTICUT DEPARTMENT OF LABOR

Deputy Commissioner

Wethersfield, Connecticut

1999-2001

Key financial responsibilities: Oversaw development and management of \$97,000,000 budget; achieved operational efficiencies through employment of lean transformation techniques, process mapping, and teambuilding programs. Completed Strategic Leadership in Government Program, Duke University 2000

TOWN OF OLD SAYBROOK, CONNECTICUT

First Selectman and Board of Finance

Old Saybrook, Connecticut

1993-1999

Key financial responsibilities: As First Selectman developed, presented, and managed \$10,200,000 municipal budget; oversaw numerous capital projects, implemented state and federal mandates, dealt with numerous environmental issues, negotiated labor and pension contracts. As member of Board of Finance, reviewed annual budget and performed financial oversight duties on behalf of the town.

MASONICARE, INC.

Director of Employment and Staffing

Wallingford, Connecticut

1996-1997

Key financial responsibilities: Developed staffing and recruiting budget and managed all related expenses accordingly; negotiated salaries, wages, and benefits for new hires at all levels of the organization; directed new employee orientation programs and employee exit programs.

EVERGREEN WOODS, CONTINUING LIFE CARE COMMUNITY

Director of Human Resources

North Branford, Connecticut

1993-1996

Key financial responsibilities: Developed staffing and recruiting budget and managed all related expenses accordingly; negotiated salaries, wages, and benefits for new hires at all levels of the organization; implemented first 401(k) plan; administrated all employee benefits plans.

ACTIVITIES AND INTERESTS

Lifelong learning, reading, writing, fly fishing, gourmet cooking, photography, swimming, and running, active in my community: volunteer as Treasurer for organization with several million dollars in assets

References available upon request