

STEVEN MONTANO, ACAS

2110 Estancia Place
LAS CRUCES, NM 88005
575-202-9738
nmpap@yahoo.com

SPECIAL SKILLS

- *30 Years' Experience with Public, Federal, State Local, & Community Information Outreach/Development
- *Business Planning/Local Government Operations
- *Federal & State Procurement Regulations
- *Legislative and Rural Community Outreach/Planning
- *State of NM Fiscal Operations/SHARE
- *Extensive Staff Management Knowledge
- *Top Secret Federal Security Clearance
- *Excellent Written/Oral Communication
- *Production & Operation Planning Development
- *Institutional Development & Supervision
- *Fiscal Assessments /Project Development
- *Strong Relationships/Interaction with state/national/local officials
- *In-depth knowledge of Southern NM Communities/Regions

WORK EXPERIENCE

New Mexico Appleseed (Non-Profit), Rural Statewide Outreach Coordinator, Las Cruces, NM March 2022-Present

- Responsible for all Aspects of Rural outreach for Children Hunger Programs (Federal/State)
- Worked with NM Statewide Homeless Educational Program Partners and support agencies
- Federal and State legislation and policy development and lobbying with elected officials
- White House Rural Partners Member, provided insight on Future Federal Projects

Department of the Treasury- Internal Revenue Service, Individual Tax Advisory Auditor, Las Cruces, NM September 2020- March 2022.

- Provide taxpayers with face-to-face assistance to resolve tax issues, answer tax law questions
- Research tax issues and properly adjust taxpayers' accounts research and respond to a variety of tax law questions based on customer inquiry, Audit functions of Individual Taxpayers
- Interact with the public, taxpayers and/or their representatives and tax practitioners

U.S Department of Commerce, U.S Census Bureau, Partnership Specialist, Dallas, TX, Regional Center. June 2018 - 2020.

- Responsible for the 2020 Census Community Partnership Operation in New Mexico/Utah
- Supervision of Community Activities with various Government, Business and Education Partners
- Development of Planning for Community Outreach for Local Governments for the 2020 Census
- Provided 2020 Census Presentations to all areas of Western US to meet and exceed Department Goals and Standards of Insuring the highest of Standards

State of New Mexico, Economic Development Department, Senior Governor Advisor, Santa Fe, NM. February 2003- 2015. **Retired**

- Directly responsible for all facets of Community Outreach Operations for the State of New Mexico. In this Role I was directly responsible for representing and working with Elected Officials (Federal, State and Local) from throughout the State of New Mexico. I conducted Presentations and Provided Grants and Contracts in the Value of \$2 Million Dollars a Year. I developed Statewide Policy and Procedures that required interaction with Federal Government Agencies, Cross Border States and International Partnerships. I managed a staff of 20 Fulltime Employees and a Budget of over \$5 Million Dollars a Fiscal Year. In this role I was able to develop a large numbers of Partnerships that I still call upon to this date.
- Development of Small Business and Local Government Development, reviewed, recommendations and planning for New Mexico. I worked daily with Citizens, Elected Officials and all levels of Federal Government Departments. I had to provide reporting to the State Governors, Tribal Leaders and Federal Agencies. I also would Travel to Washington DC and Brief New Mexico Federal Delegations on all Outreach Operations to secure Funding for the State of New Mexico.
- Expert/experience in Cultivation and Solicitation of Rural Government relationships and expansion conducting public affairs programs involving public information programs with community relations

activities and secured cooperation; and presented information to internal and external groups to inform them of State of New Mexico and Federal programs objectives and activities presented and developed information to the public including media, state, and local government officials, community businesses, and organization program Officers/ Elected officials.

- Responsible for reporting news/information on Economic Programs in New Mexico to the Office of the Governor

- Responsible for compliance with all State of New Mexico Local Government Policies and Procedures

- Served under Four different Governors; Awarded the Colonel Aide De Camp Employee of the Year

- Expert experience/interactions with public, media, state, federal and local government officials, community organizations and businesses throughout career. Responsible for applying analytical techniques and interpersonal relations for dealing effectively with targeted audience; and, analyzing views and opinions from organizations and developing recommendations for stimulating interest activities across the State of New Mexico.

- Formal presentations of state information/regulations to internal state offices and external businesses and community organization; facilitation of progress and provided recommendations for success.

State of New Mexico, Business Consultant/Financial Auditor, Santa Fe, NM February 1992-February 2003

- Community Outreach and development of communication material for dissemination for State of New Mexico businesses and non-profits. Worked daily in the field with stakeholders and partners

- Supervision of Auditing Activities with various State Agencies and Local Governments

- Supervision in the review of State of NM Property Tax Audits with the State Corporation Comm.

- Responsible for all Aspects of Contract Management/Program Dissemination (ACAS)

- Maintained Department Compliance with all Federal/State Contract Regulations (FAR)

- Budget negotiations on pricing agreements with formal NM Legislative issues

- Research & Dissemination of Marketing Opportunities for New Mexico Based Businesses

- Improvement and recommendations to small business owners for future growth

- Certified Contract/Procurement Specialist National Accredited by Fed/State Agencies (ACAS)

- Provide and disseminate public information and procedures to various community organizations and offices in New Mexico conducting public affairs programs involving public information programs with community relations activities and secured cooperation; and presented information to internal and external groups to inform them of State of New Mexico and Federal Programs objectives and activities presented and developed information to the public including media, state, and local government officials, community businesses, and organization program officers/ Elected officials.

- Analysis and overview of business issues/challenges; recommendations for improvement and growth with small and large communities alike

- Implementation of goals and objectives to increase economic development and potential expansion in New Mexico

United States Army, Soldier, 1ST Armor Division, Germany March 1985-March 1992

- Performed Wartime Combat Supervisory duties in Iraq, Kuwait and Saudi Arabia during Operation Desert Storm 1991(VFW)-Awarded Commendations for Valor in Combat

- Responsible for vast amounts of Personnel Studies Issues-Veteran Programs and Services (VA)

- Community Outreach and Military Base Planning (BRAC) Community Studies

- NCOIC for Recruiting, Training & Career Development-US Army

- Involved in Unit Corrective Action Plans/Safety and Combat Planning and Deployment

- Development of Specific Contract Requirements and Budget Requirements for Combat Tours

EDUCATION

Bachelor of Business Administration, Business Management/Accounting , New Mexico State University, Las Cruces, New Mexico.