

# Nathan D. Payne

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## EDUCATION

**University of California, Berkeley Extension**, San Francisco, CA, Data Analytics and Visualization Bootcamp May 2023

- Program focused on data analysis tools, such as Excel, Python, SQL, Tableau, and Matplotlib
- Github Profile - <https://github.com/npayne4440>

**Temple University**, Fox School of Business, Philadelphia, PA, Bachelor of Business Administration May 2018  
Major: Marketing

## PROFESSIONAL EXPERIENCE

**Paul Hastings LLP**, San Francisco, CA September 2021 – Present  
*FinTech and Payments Analyst*

- Calculate and organize attorney fees and billing statements in a clear and concise Excel spreadsheet
- Collaborate with lawyers to design well-organized Excel spreadsheets based on clients' assets under management for upcoming liquidation sales and litigation matters
- Research and analyze client information to assign Howey Test scores to digital asset scorecards to determine if a transaction qualifies as an "investment contract"
- Complete the New York Department of Financial Services' self-certification questionnaire forms on behalf of emerging cryptocurrency and DeFi clients
- Collect information to complete required regulatory forms for money transmitter service clients seeking state licenses
- Evaluate and analyze advantageous global business locations for decentralized autonomous organization (DAO) clients

**Covington & Burling LLP**, Washington, DC July 2018 – August 2021  
*Public Relations Coordinator*

- Managed all firm social media channels, including LinkedIn, Twitter, and Facebook
- Drafted firm press releases, lawyer quotes, and internal communications interest stories for distribution
- Advised and supported lawyers and practice groups in award submission profiles and digital presence
- Developed relationships with media personnel to promote firm and lawyer awareness, including lawyer on/off-the-record interviews and bylined article submissions
- Created and executed industry and culturally specific monthly social media campaigns
- Analyzed and presented social media engagement statistics to firm's marketing department
- Leveraged and managed viewer analytic platforms, including Google Analytics, Signal AI, and Hootsuite Analytics

## LEADERSHIP & SERVICE

**The Arc San Francisco**, San Francisco, CA April 2022 – Present  
*PULSE Board Member, Mentor*

- Plan quarterly fundraisers and events for adults with developmental disabilities
- Provide career growth advice and tools for success in the workplace to an adult mentee with developmental disabilities

**Arlington County Department of Parks & Recreation**, Arlington, VA November 2018 – February 2020  
*Youth Basketball Coach*

- Taught basketball and athletic skills to middle school students and led weekly basketball practices and games

**Southeastern Pennsylvania Big Brother Big Sister Program**, Philadelphia, PA September 2014 – June 2018  
*Big Brother*

- Mentored a middle school student and taught life skills and assisted with homework assignments

## SKILLS & INTERESTS

- Advanced in Microsoft Excel, PowerPoint, and Word
- Experienced in Jupyter Notebook, SQL, Google Analytics, Tableau, and Python
- Certified and experienced in Hootsuite and Sprout Social (social media management platforms)
- Peloton cycling, hiking, pickup basketball, weightlifting, and baking gluten-free desserts