Bookkeepingbydawn8531@gmail.com

818-579-0030

21126 Chatsworth Street

Chatsworth, CA 91311

Dawn Shrader

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| Objective | A responsible position where excellent skills and training can be utilized with a progressive company |
| Experience | 1/2/2018 – Present NA Business Advisors and CPAs Encino, CA**Bookkeeper/Staff Accountant*** Assisted other bookkeepers with bank reconciliations, data entry, journal entries, review of general ledgers, preparation of financial statements and year-end planning.
* I prepare corporate, partnership, non-profit and individual income tax returns.

 I have extensive client contact and have helped client’s bookkeepers with Quickbooks.1/1/1995-09/2017 Singer Burke Zimmer & Butler Encino, CABookkeeper/Staff Accountant* In charge of about 80 accounting & tax clients, which includes data entry, preparation of bank reconciliations, journal entries, review of general ledgers, preparation of financial statements and year-end planning.
* I prepare corporate, partnership, non-profit and individual income tax returns.
* I have extensive client contact and have helped client’s bookkeepers with Quickbooks.
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|  | 11/1991-11/1995 Siegel, Mangel & Assoc. Encino, CATrustee Administrator Assistant – Bankruptcy Litigation* Preparation of checks, deposits, bank reconciliations, 180 day reports, data entry, preparation and closing of 341(a) hearings.
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|  | 11/1991-11/1995 Grobstein, Horwarth & Co. Encino, CABusiness Management Manger* Responsible for Accounts Payable and Receivables, general ledgers, payroll and sales tax returns.
* Client contact includes managers and agents.
* Maintained files and answered phones.
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|  | 11/1985-11/1991 Steinberger & Assoc. Northridge, CABookkeeper* Responsible for general ledgers, financial statements, bank reconciliations, payroll and sales tax returns.
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| Education | * H & R Block Course
* Universal Accounting Home Course
* Los Angeles Valley College
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| Interests | Helping with a Non-Profit HAPRI and Bowling. |
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