[Bookkeepingbydawn8531@gmail.com](mailto: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, CA  Bookkeeper/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. |
|  | 11/1991-11/1995 Siegel, Mangel & Assoc. Encino, CA  Trustee Administrator Assistant – Bankruptcy Litigation   * Preparation of checks, deposits, bank reconciliations, 180 day reports, data entry, preparation and closing of 341(a) hearings. |
|  | 11/1991-11/1995 Grobstein, Horwarth & Co. Encino, CA  Business 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. |
|  | 11/1985-11/1991 Steinberger & Assoc. Northridge, CA  Bookkeeper   * Responsible for general ledgers, financial statements, bank reconciliations, payroll and sales tax returns. |
| Education | * H & R Block Course * Universal Accounting Home Course * Los Angeles Valley College |
| Interests | Helping with a Non-Profit HAPRI and Bowling. |
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