**Shawn L. Straker**

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**EXPERIENCE**

Mar’21-Present **Entrepreneur**

*Property Management/Cleaning Services – Short Term Rentals*

* Coordinate repairs when needed with handyman, plumbers, electricians, etc.
* Maintain supplies for guests and housekeepers.
* Prepare properties for guest check-in; lights, heating/cooling, last minute touch-ups, any special requests from guests,
* Coordinate staff cleaning schedules
* Communicate professionally with guests to assist with issues and compliments
* Conduct regular property inspections to ensure cleanliness, safety for guests,
* Perform payroll functions, such as maintaining timekeeping information, and processing payroll payments

Nov’20-Jan’22 **Freelance Bookkeeper**

*Remote Full Charge Bookkeeper (Branubach Granite)*

* Perform all bookkeeping tasks for mid-sized and small business.
* Prepare weekly, monthly and yearly financial reports.
* Accounts payable, accounts receivable, tax reporting, bank account and credit card account reconciliation.
* Successfully prepared and filed applications for PPP loan and loan forgiveness.
* Audited QuickBooks records from previous years, cleaned up errors
* Slashed unnecessary accounts payable costs by 15% in addition to eliminating past due and late fees as a result of automated processing.
* Calculated and paid sales taxes quarterly
* Posted daily entries in QuickBooks and updated the General Ledger
* Record sales to customers preparing estimates, invoices and payments

*Remote Full Charge Bookkeeper (B’s Lawn Maintenance Company)*

* Enter credit card receipts.
* Process monthly bank account and credit card reconciliations
* Prepare weekly, monthly and yearly financial reports.
* Accounts payable, accounts receivable
* Prepare yearly 1099 tax forms for contract labor employees

Nov’19-Oct’20 **Braunbach Granite,** Fredericksburg, Texas

 *Office Manager/Full Charge Bookkeeper*

* General office duties including answering and directing phone calls, scheduling multiple types of jobs, maintain office and tool supply levels.
* Assist customers with selection of material for kitchen/baths/outdoor countertops.
* Learn and become proficient in Moraware software for fabricators
* Daily usage of QuickBooks online.
* Entrusted with financial records, documents and receipts.
* Additionally accounts payable, accounts receivable, and tax reporting preparations.
* Process bank account and credit card reconciliations.
* Prepare weekly, monthly and yearly financial reports.
* Handle daily deposits using the proper accounting procedures.
* Process payroll; ensure time cards and time off scheduled is accurate.
* Prepare countertop estimates, customer quotes and invoices.

Oct’14-Oct’19 **Biedermann's Ace Hardware,** Fredericksburg, Texas

 *Bookkeeper/Back Office Manager*

* Acquaint myself with store products, procedures and policies. Began with cashier training and then moved into the receiving clerk role that included checking-in packages containing inventory, preparing purchase orders, documenting all inventory received including pricing. Became familiar with store software used for inventory and customer database.
* Maintain accounts receivables and accounts payable.
* Process bank account reconciliations and financial reports.
* Handle daily cash deposits using the proper accounting procedures.
* Process payroll; ensure time cards and time off scheduled is accurate.
* New hire processing, including adding to ADP, ensure all paperwork is complete, review company handbook and procedures.
* Prepare monthly customer statements with invoices.
* Record and maintain customer in-store accounts.
* Daily usage of QuickBooks, Microsoft Office, ADP and store database.
* Hire, train, supervise, motivate, and develop employees.

Jan’12-Oct’14 **Texas Gulf Engineering, LLC,** Fredericksburg, Texas

 *Administrative Assistant*

* Assist Senior Engineer with projects by communicating with clients, printing, scanning, organize drawings and research. Prepare invoices for clients. Track projects costs. Put together project reports and proposals. Answer phones, maintain project documents including spreadsheets. A/R, A/P, account reconciliation, and invoicing.
* Assist Senior Attorney with case preparations, filing, research, correspondence, and court appearances. Communicate with clients, court officials, police officers and defendants.

Nov’08-May’11 **Hewlett Packard,** Houston, Texas

 *Financial Analyst II, US Controllership, Bank Account Management*

* Balance Sheet Oversight **-**Ensure account reconciliations are meaningful, useful, and follow AFM guidelines. Prepare account reconciliations. Drive resolution of escalatables. Resolve ARTT issues, and support reconciliation quality reviewprocess. Provide timely and descriptive explanations of account variances. Phase 1 & Phase 2 balance sheet reviews updates related to all Cash Accounts. Ensure all accounts are being used appropriately.
* Bank Account Management - Responsible for maintaining a current list of bank accounts with corresponding general ledger account elements for all non-Treasury bank accounts. Review all new accounts and obtain the appropriate approval within a timely manner. Actively review and obtain approval of all non-treasury bank account requests (opening/closing/maintenance) submitted by individuals. Working with the various A/R, A/P and business teams on all accounts and collaborate on projects for opening or closing accounts. Regularly meet with Treasury, A/R and A/P teams to discuss any open items. Monitor the bank activity in all accounts on a monthly basis for potential closing of accounts with minimum activity.

Jul’03–Nov’08 **Hewlett Packard**, Houston, Texas

*Financial Analyst I, US Controllership, Tax Accounting*

* Support tax department with various special projects.
* Responsible for gathering general ledger data for state audits, state income tax filings, property taxes, sales and use tax, and inventory reports by business group.
* Account reconciliations.
* Over sight of the Fixed Assets Department and Payroll/Compensation programs.
* Support WD 4/5, BSR and CFR and BS forecasting processes

May’00–Jul’03 **Hewlett Packard (formerly Compaq Computer Corp),** Houston, Texas

*Financial Assistant, Corporate Accounting - Fixed Assets*

* Asset activity included acquisitions, transfers, retirements, and updates to records.
* Other activities included journal entries, account reconciliation, processing of internal orders, and general fixed asset support for all employees.
* Project lead for physical inventory process of 175,000 assets which required constant communication and coordination with over 200 employees.

Aug’98-May’00 **Manpower**, Houston, Texas

*Various Temporary Positions*

* SourceNet (Accounts Payable): Responsible for processing check request to various vendors of Compaq.
* Pinnacle (Relocation): Organized incoming client files, answered incoming calls, and distributed city information packets for employees of Compaq Computer Corporation.

Jun’98–Aug’98 **The Olson Agency**, Spring, Texas

 *Office Assistant*

* General office support for independent insurance agent.
* Duties included answering phones, data gathering of prospective clients, and providing insurance quotes to clients.

May’96–May’98 **Mobil Oil Corporation**, Houston, Texas

 *Legal Secretary*

* Prepared, managed and organized meetings, conferences, travel arrangements and expense reports.
* Answered incoming phone calls. Took and delivered messages.
* Typed correspondence, data entry, and emails.
* Set up and handled incoming mail and office filing system.

May’86-May’96 **Fulbright & Jaworski, L.L.P.**, Houston, Texas

 *Billing/Filing Clerk, Receptionist, Overflow Secretary*

* Complied, sorted and filed office records, and invoices.
* Prepared invoices for clients.
* Data entry of Attorney’s time.
* Greeted visiting clients.
* Maintained reservations of conference rooms. Prepared conference rooms for each meeting.

**EDUCATION MacArthur High School**, Houston, Texas

May 1985 *High School Diploma*

**SKILLS** Proficient in Microsoft Software including Outlook, Excel, Word, and PowerPoint

 ADP – payroll software

QuickBooks Desktop

QuickBooks Online

10-key

Ability to learn new software applications.

In depth knowledge of internet browsers and telephone systems.

Professional verbal/written communication skills.

Excellent organizational skills.

Management skills

Excellent data entry

Attention to detail