



Shawna Alexander

Shawna is a finance professional with over 30 years of accounting experience. She has worked as an Accounts Payable and Receivable Clerk, Pension and Payroll Accounting Clerk, Staff Accountant for Microsoft, Accounting Manager, Tax Accountant, Auditor, and as a Controller. She has gained financial knowledge in various industries within the for-profit and non-profit sectors.

Core Expertise

● Bookkeeping ● Audit ● Accounts Payable ● Accounts Receivable ● Payroll ● Financial Statement Preparation ● Financial Statement Analysis

Professional History

ASP	Consultant	2024 – Current
Alexander Services, LLC	Owner/Tax Accountant & Bookkeeper	2022 – Current
Legacy Homeschool Center	Accounting Manager	2017 – 2022
Legacy & Heritage Homeschool	Instructor for Basic Accounting	2017 – Current
REACH East	Treasurer	2010 – 2014
Microsoft Corporation	Staff Accountant	2000 – 2003
Evergro Sales, Inc.	Accountant	1998 – 2000
Edge Medical, Inc.	Controller	1996 – 1997
BDO Seidman, LLP	Audit Staff	1994 – 1996
Esterline Technologies	Pension/Accounts Payable Clerk	1991 – 1994

Accomplishments

- Designed and managed relationship with outsourced billing and collections company for Microsoft Events activity enabling rapid collections of over \$5 million per week for Microsoft Corporation.
- Designed WordBasic program to create financial statements with minimal editing and input of data to meet company and Generally Accepted Accounting Principles (GAAP). This program was accepted and used throughout the company worldwide at the time.
- Initiated compliance procedures as well as checks and balances to ensure proper handling of finances and sensitive information while Accounting Director for Legacy Homeschool Center.

Education / Licenses

- Associates Degree, Bellevue College
- Bachelor of Science in Accounting and Data Analysis, Liberty University (In Progress)

Software

- QuickBooks Online & Desktop • Microsoft Excel, Word, PowerPoint & Teams • Gusto • SAP • Peachtree