



Angelena Bowen

Qualifications Summary

Angelena brings nearly 25 years of bookkeeping knowledge, including extensive experience in all facets of the full-charge bookkeeping. She is also experienced in implementing bookkeeping needs for start-ups.

Core Expertise

• Full-charge Bookkeeping • Accounts Receivable • Accounts Payable • Payroll including prevailing wage, and certified payrolls • Financial Statement Preparation • State Tax Reporting – L & I, Unemployment, and B & O & Sales Tax (both WA state and CA)

Professional History

ASP	Consultant	2022 - Current
AL Bowen Consulting	Owner/Consultant	2018 - Current
Keller Williams RE	Real Estate Broker	2021 - Current
Windermere RE	Real Estate Broker	2008 –2021
Plateau Real Estate Investments	Bookkeeper/Property Manager	2005 –2010
Bowen Construction, Inc.	Controller/Office Manager	1997 –2007
Olympic Management, Inc.	Staff Accountant	1998 –2003
Merritt + Pardini	Assistant Controller/Marketing Director	1996 –1997

Accomplishments

- QuickBooks Online Certified Pro Advisor from 2018-2021
- Helped growing media company transition their manual bookkeeping into QBO including tracking projects by class. This exercise provided needed insight into profitability by line of business, as well as informed steps required to improve margins.
- Identified local grants for wholesale customer during COVID that enabled client to keep current on expenses during the shutdown.
- Helped a client sync her POS system with her QuickBooks to facilitate growth to new distribution outlet.
- Helped a client transition her professional services business from manual bookkeeping into QBO, including assisting client to accurately report unearned income; this enabled client to reduce tax liability

Education / Licenses

- Central Washington University – Bachelor of Science – Business Administration
- Washington State Real Estate Broker since 2008 – Keller Williams Mts. To Sound

Software

- QuickBooks
- Skyline