



**rokdok**  
A Division of 933285 Alberta Ltd.

**Accounting and  
Administrative Services**

1027 12B St., Lethbridge, AB., T1K 1R9 Phone: 780-827-0609 Fax: call email: sam@rokdok.com

## **Resumé of**

**Shauna A. McLennan**

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### **EDUCATION & QUALIFICATIONS:**

- 2003 Currently 3rd/4th level in Certified Management Accounting program
  - 2003 University Certificate in Accounting - Athabasca University
  - 2003 Simply Accounting Partner / Consultant (since 2001)
  - 1995 Paradox for Windows - Microcomputer training / Grande Prairie Regional College
  - 1993 Advanced Lotus 123 for Power Users - Microcomputer training / Dun & Bradstreet
  - 1985 Systems Management Certificate, Hewlett Packard Computer Systems
  - 1980 High School Matriculation Certificate, Grande Cache, Alberta
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### **EMPLOYMENT HISTORY:**

**2001 - present**

#### **Consultant - Accounting & IT - rokdok**

- Contracted to provide all accounting and administrative functions (Grande Cache Coal Corporation)
- contracted to design and implement new accounting system (Ro-Dar Contracting)
- contracted to assist with year end preparations (various clients)
- contracted to provide accounting / pc system support (various clients)

**January 1981 - March 2000: Smoky River Coal Limited**  
*(company went into receivership Mar 2000)*

**1994 - 2000**

#### **Accounting Coordinator**

- Direct supervision of junior accounting staff.
- Defined, implemented and monitored activities to meet objectives.
- Site coordinator for the design, implementation and training phase for Y2K conversion to Great Plains Dynamics financial / materials software.
- Completed monthly financial consolidations for subsidiary companies.
- Worked with operating managers to produce their departmental budgets / forecasts.
- Acted as liaison between operations and accounting.
- Developed database application for accounts receivable.
- Produced monthly variance reports.
- Assisted in software evaluations for new payroll systems, visited installations at other companies.
- Coordinated requirements with external financial / tax auditors.

- Directed / managed the input from other controllers' areas into the general ledger (payroll, inventory, etc).
- Performed duties of controller in his absence.
- Maintained a good rapport and work in concert with senior management, peers and subordinates.

**1988 - 1994**

**Senior Accountant**

- Responsible for reconciliation of General Ledger accounts.
- Created standard journal entries, coordinate all other entries.
- Produced all weekly / monthly cost analysis.
- Provided graphical reporting of \$US / \$CDN trends.
- Produced yearly / 5yr budgets for Underground and Processing departments.
- Responsible for bank reconciliations and deposits.
- Performed accounts receivable processing as required.
- Assisted other accounting departments.
- Promoted to Accounting Coordinator.

**1985 - 1988**

**System Manager - HP3000**

- Responsible for day to day operations of HP3000.
- Accountable for all hardware operations (trouble shooting, repairs, preventative maintenance scheduling).
- Performed junior programmer functions.
- Designed and created a tape management system and a system to enable unattended backups.

**1982 - 1985**

**Payroll Clerk**

- Processed all hourly employees' time (from timecards to generation of pay) in conjunction with the United Steelworkers Union master agreement.
- Responsible for all payroll functions in the absence of Payroll Supervisor.

**1981 - 1982**

**Accounting Clerk**

- Worked in accounts payable.
- Worked in data processing (keypunch, trained warehouse personnel to operate computer terminals).

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**ADDITIONAL INFORMATION**

- Working on completing CMA designation via distance education.
- Former director for community senior hockey.
- Former statistician/secretary for Ladies bowling executive.



- Former member Ladies golf executive.
  - Former member Curling Club executive.
  - Very competent with personal computers (software packages include Lotus Suite, Microsoft Office, WordPerfect, Paradox, Netscape, etc), asked by community learning group to conduct introductory computer courses.
  - Previously certified in St. John's First Aid and CPR, participated in provincial first aid competitions.
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### **REFERENCES**

References will be provided on application.