



INDUSTRIES

Manufacturing and Distribution
Restaurants

SERVICES

Accounting Services

EDUCATION

- A.A.S., Accounting Assistant, Lewis-Clark State College

SHAWNA M. MITCHELL

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ACCOUNTING SERVICES ASSOCIATE

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O 312.670.7444

Shawna Mitchell is an Accounting Services Associate with the firm's Accounting Services Group. Her primary responsibilities include managing and overseeing financial transactions, creating detailed client financial reports and providing client assistance as needed. She also prepares comprehensive quarterly reports, handles payroll tax filings, maintains financial filing systems and supervises accounts payable for her clients.

PROACTIVE

Shawna takes pride in her dependability, keen attention to detail and ability to learn quickly. She excels both in team settings and when working independently.

OUTSIDE OF THE OFFICE

Outside of the office, Shawna enjoys spending time with family, especially through attending her kids' football and cheer events. She also loves concerts and sporting events such as hockey, basketball and baseball games.