

# Alexis Beatty

Interior Architect and Designer

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✉ (818) 416-8160

## Education

### M.F.A. Interior Architecture & Design

Academy of Art University

Graduated Dec 2024

### B.S. in Psychological & Brain Studies

University of California, Santa Barbara

Minor in Asian-American Studies

Graduated June 2019

## Skills

Revit

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Enscape

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Quickbooks Online

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Adobe Suite

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## Experience

### Office Administrator

Santa Barbara Screen & Shade | Santa Barbara, California (remote)

Oct. 2022 - Current

- Coordinated client appointments, inventory deliveries, installation appointments, and subcontractor work orders to ensure a seamless ordering and installation process for our clients.
- General bookkeeping including; producing and sending estimates and invoices, inputting all incoming bills for the business, and ledger reconciliation using Quickbooks Online
- Communicated clearly with clients and vendors, to ensure client satisfaction with the ordering process in a timely manner, as well as post installation customer service.

### Tax Preparer

Mark G. McNelis & Associates | Glendale, California

Feb. 2021 - Feb. 2022

- Coordinated efforts with a team of CPAs and administrators to prepare and file taxes for 1200 individuals, small businesses and rental properties to verify accordance with state and federal guidelines.
- Communicated directly with the Internal Revenue Service and Franchise Tax Board to resolve any fraudulent activity, outstanding balances, or inquiries into client accounts.
- Guided clients through identity theft procedures after a hack at the IRS affected several company clients.

### Internal Operations Coordinator

Clifton Larson Allen | Los Angeles, California

Oct. 2019 - Oct. 2020

- Formatted, edited, and assembled audit reports for clients- specializing in assembling financial reports for non-profit organizations. Assembled hundreds of tax returns for clients to sign and prepared the documents for filing.
- Provided organization and administrative assistance to both tax and audit teams to meet rapidly changing deadlines and client needs.
- Worked directly with clients to provide guidance on completing tax returns and audit reports.

## Affiliations

### International Interior Design Association

Student Membership, Southern California Chapter

Fall 2022 - Current

## Volunteer Work

### Bookkeeper

Institute of World Culture | Santa Barbara, California

Jun. 2023 - Dec. 2024

- Skillfully manage financial records and transactions, including accounts payable/receivable, budget tracking, and financial reporting to ensure financial transparency and accountability.
- Maintain accurate and up-to-date financial records, facilitating strategic decision-making and enhancing the nonprofit's ability to fulfill its objectives
- Collaborate closely with nonprofit staff to understand their financial needs and provide tailored solutions, demonstrating a passionate commitment to advancing the organization's mission.