Ronald A. "Ronnie" Boone

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CITIZENSHIP: United States Citizen
United States Army Veteran: Honorable Discharge
Notary Public: State of Florida, since 2013

SUMMARY:
- Twenty-plus years of experience with Microsoft Office Suite and creating macros, PivotTables for Excel
- Ten years of experience with Office Administration including Accounting, Human Resources, Purchasing and Receiving
- Twenty-plus years of experience in web design technologies including HTML, ASP, JavaScript and SQL
- Four years of managerial experience as convenience store District Manager and Store Manager
- Twenty years of experience in sports and nature photography

TECHNICAL SKILLS:
- Certified QuickBooks Online ProAdvisor
- Software Experience: Office Suite (especially Excel including VBA Macros, PivotTables, Power Pivot and Power Query), Power BI, QuickBooks, Adobe Acrobat (including JavaScript)
- Database Skills: SQL Server, MS Access
- Programming Skills: VBA, JavaScript, VB Script and Active Server Pages (ASP), PHP, Asynchronous JavaScript and XML (AJAX), File Transfer Protocol (FTP), Python
- Web Development Skills: Dreamweaver, HTML, CSS, SEO, Wix, Professional Social Media; Microsoft Office 365 Portal, Google Sheets
- Audio/Visual Creating and Editing: Photoshop, Corel Graphics Suite, Adobe Illustrator, Windows Movie Maker, Audacity; Adobe Flash

EDUCATION:
- Tactical Communications Systems, School of Electronics, Fort Sill, OK   Graduated 1982
- General Studies, Surrattsville High School, Clinton, MD   Graduated 1981

PROFESSIONAL EXPERIENCE:
STABIL Concrete Products, LLC, St Petersburg, FL   Apr 2013 – July 2023
Information Director / Admin Support
- Assist employees with training on software such as QuickBooks and Microsoft Office Suite
- Obtained vendor W-9 Forms and Certificates of Insurance (COI) as necessary
- Responsible for computer and IT-related issues
- Keep Safety Data Sheets (SDS) and Mill Certificates up to date
- Assisted Accounting Department
  - Pay invoices by credit card as needed
  - Records credit card purchases each day
  - Reconcile credit card statements each month
  - Compile QuickBooks and Excel reports as necessary
- Assisted Human Resources Department
  - Keep list of employees up to date, and print employee ID cards and business cards as necessary
  - Select topic and create outline for Safety Meetings as necessary
  - Investigate issues that may arise
  - Create/edit company forms and graphics as necessary
  - Notarize documents as necessary
  - Make updates to Employee Handbook and Safety Manual as necessary
- Assisted Purchasing and Receiving Departments
  - Research past purchases or expenditures
  - Order parts, materials and office supplies as necessary
  - Reconcile shipping invoices

Ronnie Boone Multimedia Services, St Petersburg, FL   **Aug 2003 – Apr 2013**
Owner / Operator
- Designed, hosted and/or maintained over 200 client websites and databases
- Create company logos and/or other graphics as necessary
- Photograph client events and edit photos as necessary
- Maintain invoicing and collections

SKILLS TEST:
Scored Proficient in the following Indeed.com Skills Assessment tests…
- Administrative Assistant/Receptionist
- Office Manager
- Spreadsheets with Microsoft Excel
- Attention to Detail
- Working with MS Word Documents
- Bookkeeping
- Managing Accounts in QuickBooks
- Time Management Skills

CERTIFICATES:
The following certificates were earned through SkillSuccess.com
- Advanced Microsoft Excel Master Class
- Microsoft Access Master Class: Advanced
- Access to Excel: Instant Excel Reports and Excel Pivot Tables
- Power BI Desktop: Data Analytics
- Microsoft Access VBA
- Python Programming
- Excel Hacking
- Excel Power Query: Ultimate Data Transformation
- Power Query 2: Building Instant Consolidation
- Dreamweaver: Website Coding
- Power BI: Building Interactive Dashboards
- Responsive Website Design in Adobe XD
- Graphics Expert: Advanced Photoshop and GIMP
- ChatGPT Masterclass: The Complete Guide
- Advanced Pivot Table: Ticket To Self-Service Dashboards
- App Design Guide Using Adobe XD
- Getting Results with Excel Pivot Tables, Power Query and Power Pivot
- Must-Know Tips for Power BI
- Managing Data with Power Query in Excel
- Become An Excel Pro and Financial Analyst with Nine Case Studies
- Learn More About VBA And Macros
- Pivot Table Intermediate: Mastering Pivot Tables Like a Pro
- Google Apps Script: Creating A Google Web App for Your Gmail
- Excel Business Modeling - The In-Depth Street Smart Toolkit
- Advanced Power BI
- Introduction To the Latest Artificial Intelligence Tools
- Basics Of Accounting