

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

- Assisted with training employees on software applications including QuickBooks and Microsoft Office Suite
- Maintained vendor W-9 Forms and Certificates of Insurance as required
- Handled day-to-day IT-related issues
- Maintained up-to-date Safety Data Sheets (SDS) and Mill Certificates
- 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
 - Prepared and updated employee lists
 - Printed ID cards and business cards
 - Selected topics and created outlines for Safety Meetings
 - Investigated arising issues
 - Designed company forms and graphics
 - Notarized documents
 - Updated the Employee Handbook and Safety Manual as required
- Assisted Purchasing and Receiving Departments
 - Research past purchases or expenditures
 - Order parts, materials and office supplies as necessary
 - Reconcile shipping invoices

Owner / Operator

- Designed, hosted, and/or maintained over 200 websites and databases for clients.
- 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
- Data Entry: Attention to Detail
- Customer Focus & Orientation
- Filing & Organization

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