Ronald A. "Ronnie" Boone

GULFPORT, FLORIDA • WWW.BOONEISLAND.COM • (727) BOONE-01 (727-266-6301) • RONNIE@BOONEISLAND.COM

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:

Ronnie Boone Bookkeeping, Gulfport, FL   **Jan 2024 – Present**
Bookkeeper
- Studied for in late 2023 and passed the Certified QuickBooks Online ProAdvisor exam in January

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

STABIL Concrete Products, LLC (continued)

- 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 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