

Ronald "Ronnie" Boone

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SUMMARY

Excel expert with over 25 years of experience seeking a specialized role. Proven track record in compiling reports and reconciling bank and credit card statements. Skilled in complicated formulas, VBA scripting, Macros, PivotTables, and Microsoft Office Suite, with experience training employees and managing data.

United States Citizen, U.S. Army Veteran, clean driving record, zero points.

WORK EXPERIENCE

AMikids Pinellas

Clearwater, Florida

Administrative Assistant

January 2025 - Present

- Provided support to the Executive Director
- Monitor monetary functions including invoice handling, general ledger coding, credit card receipts, team member advances, expense reports
- Maintain inventory and order supplies as needed
- Assist in hiring process including reviewing resumes, setting up interviews, managing onboarding process
- Assist with Board of Trustees meetings including scheduling, setting up Teams meetings, taking minutes and distributing documents
- Ensuring a safe and successful work environment through identification and action against any potential risk management exposures
- Daily use of Microsoft Office 365, Sage Intacct, SAP Concur, DocTract and UKG

Ronnie Boone Bookkeeping

Gulfport, Florida

Bookkeeper

January 2024 - November 2024

- Enhanced professional qualifications by successfully passing the Certified QuickBooks Online ProAdvisor exam.

STABIL Concrete Products, LLC

St. Petersburg, Florida

Information Director / Administrative Support

April 2013 - July 2023

- Trained employees in QuickBooks and Microsoft Office Suite to enhance operational efficiency.
- Maintained company compliance with Safety Data Sheets (SDS).
- Maintained office supply and plant supply inventories.
- Managed vendor compliance by overseeing W-9 Forms and Certificates of Insurance.
- Provided IT support, updated Mill Certificates, and conducted Safety Meetings.
- Assisted Accounting, Human Resources, Purchasing and Receiving departments.
- Reconciled credit card statements, and compiled reports using Excel and QuickBooks.

Ronnie Boone Multimedia Services

St. Petersburg, Florida

Owner / Operator

August 2003 - April 2013

- Designed, hosted, and maintained over 200 client websites.
- Client list included professional athletes, musicians, real estate, and media personalities.
- Produced custom logos, graphics, and event photography while managing invoicing and collection processes.
- Official photographer at a major Blue Marlin tournament for twenty years (overlapping other jobs).

EDUCATION

U.S. Army School of Electronics

Fort Sill, Oklahoma

Tactical Communications Systems Operator / Mechanic

December 1982

Surrattsville High School

Clinton, Maryland

High School Diploma, General Studies

June 1981

Member of Math and Track Teams

Ronald "Ronnie" Boone (continued)

HARD SKILLS

Expert Hard Skills

- Microsoft Excel (Advanced Formulas, VBA, Macros, Pivot Tables)

Advanced Hard Skills

- Adobe Acrobat (JavaScript)
- Adobe Photoshop
- Accounts Payable & Receivables (Invoicing, Reconciliations)
- Database Administration
- Google Apps Script
- Google Sheets
- JavaScript
- Intuit QuickBooks (Desktop & Online)
- Microsoft Access
- Microsoft Office 365 (Word, Outlook, PowerPoint, OneNote, Publisher, Teams)
- Sage Intacct
- Typing (High-Speed Data Entry)
- VBScript

Proficient Hard Skills

- Active Server Pages (ASP)
- Adobe Creative Cloud
- Data Analytics
- Employee Onboarding Processes
- File Transfer Protocol (FTP)
- Graphic Design
- HTML
- Magazine Layout & Production

Proficient Hard Skills (continued)

- Purchasing & Receiving
- SAP Concur (Travel & Expense Management)
- UKG Workforce Management
- Vendor Management (W-9s, Certificates of Insurance)
- Web Development

Intermediate Hard Skills

- Adobe Illustrator
- AI Tools (ChatGPT, Gemini)
- Cascading Style Sheets (CSS)
- Corel Graphics Suite
- Financial Reporting
- Microsoft Power BI
- Microsoft SQL Server
- Search Engine Optimization (SEO)
- Technical Documentation

SOFT SKILLS

Advanced Soft Skills

- Administrative Support & Office Operations
- Attention to Detail
- Copy Editing
- Problem Solving

Proficient Soft Skills

- Employee Supervision & Team Support
- Human Resources Assistance
- Time Management & Task Prioritization