

*Ronald P. Peterson*

## **COVER LETTER**

Looking for position that could replace Social Security Disability income. Been doing accounting since my senior year of high school. I have been blessed to use my knowledge doing volunteer jobs supporting the community where I live. I have been let go from jobs just because I am gay and became stupid overnight.

Have Associates Degree from Business School in Administrative Accounting and Machines & Accounting. Marked Bachelor's to bypass preferred as outlined on job description. Acted as treasurer for many volunteer groups that were mostly non-profit. I have plenty of experience in a broad array of businesses. Ability to learn new computer hardware and software quickly then teach it.

Have used several accounting software programs. Have ability to catch on to Accounting software easily. Have HRIS experience both manual and automated experience doing Payroll as that was part of the duties before it became more specialized. Worked Benefits Administration with required reporting.

Worked with QuickBooks Pro Desktop and Online with Payroll, Quicken and TurboTax. With my background in insurance, I am familiar with Worker's Compensation and reporting. Familiar with employee benefits and such.

Worked insurance sales inside and outside office for about seventeen years, office management for about ten years, training in group, individual or user's groups for about five years.

Understand basic medical billing from Health Insurance sales, Medicare insurance training and Medicare Advantage user and my accounting background

Always willing to learn new industries and technology.

Currently working of achieving my Certified Bookkeeper Designation.

Recent badge in Accounting on LinkedIn. Top 15% of over 3.5 million assessments taken.

Recent badge in Outlook on LinkedIn. Top 30% of over 1.3 million assessments taken.

Recent badge in PowerPoint on LinkedIn. Top 5% of over 7.7 million assessments taken.

Covid-19 Vaccinated including booster.

Would be good fit if just given a chance.

Respectfully,

*Ron P. Peterson*

389 S Elm St Apt 124  
Boise, Idaho 83712  
taylor-2@outlook.com  
208-353-8705

## ***REFERENCES***

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Bishop Brian Thom – Supervisor – Episcopal Diocese of Idaho, Boise, Idaho <a href="mailto:bthom@idahodiocese.org">bthom@idahodiocese.org</a>	208-345-4440
Jason Ward - Supervisor – AIL, Idaho Falls, Idaho <a href="mailto:jsnsward@gmail.com">jsnsward@gmail.com</a>	801-664-3354
Gene Grey - Co-Owner, Retired – Three Rivers Agency, Inc, Payette, Id <a href="mailto:geneusmc@srvinet.com">geneusmc@srvinet.com</a>	208-642-4139
Christina Warnock Health Agent – Boise, Idaho <a href="mailto:ttbhappy39@yahoo.com">ttbhappy39@yahoo.com</a>	208-392-5288
Harriet Berg - Co-Owner, Retired – ERA Preferred Properties, Payette, Idaho	208-642-9859

## ***Ron Peterson - At a Glance***

<b>Accounting/Booking</b>	Associate Degree – Major -Administrative Accounting Minor - Machines & Accounting - 1981 Payroll, GL, AP, AR, Collections & Reports, Monthly, Quarterly, & Annual Reports Software QuickBooks Desktop & Online, Quicken, Turbo Tax, Cougar Mountain Software, CMS, Excel, Access plus others	30+ years exp.
<b>Insurance</b>	License Agent – Property, Casualty, Life & Disability Office Management, Payroll, HR, Training, Computer & Software Management Software – Applied Systems/Epic plus others – Certified Insurance Councilor	17+ years exp.
<b>Real Estate</b>	Office Management, Desktop Publishing, Accounting Computer Training of Agents	2 Years Exp.
<b>Customer Service</b>	Insurance, real estate, taxes, call centers, office, field Restaurant, library, school office, and more	40+ years exp.
<b>Computers</b>	Hardware, repair and build desktop computer, set up and maintenance of network system, installs and upgrade software programs. Learn and instruct software programs, install scanner, printers, trouble shoot and correct customer data, work with programmers for corrections, convert data to new software product, etc..	30+ years exp.
<b>Teaching</b>	Elementary School as substitute Teacher, User group instruction - 10+ years On software programs, group, and Individual Instruction of software programs. Assist and train new personnel, conduct employee evaluations.	
<b>Desktop Publishing</b>	Design Business Cards, flyers, advertisements, newsletter, booklet - 10+ years Resumes, etc.	
<b>Software Knowledge</b>	Microsoft Office – Word, Excel, Outlook, MS Publisher, Access, PowerPoint Adobe Acrobat DC, Photoshop, plus others Google Docs MS Operating Systems Windows Insurance systems and rating programs Real Estate Marketing Program QuickBooks Desktop & Online and Turbo Tax, Cougar Mountain Software POS systems and Order entry, CMS Accounting	

**Quick learner on new programs**

## COMMUNITY SERVICE

\* Lions International

**Payette Lions Club**, Payette, Idaho, Past Secretary  
*International 100% Secretary's Award*

**Fruitland Lions Club**, Fruitland, Idaho, Past President,  
Past Vice President, Past District Lioness Chairman, Spring Fair Chairman  
*International 100% President's Award, Lion of the Year*

\* Payette County Republicans - Payette, Idaho  
Past County Chairman, Past Secretary, Past Precinct #2 Chairman  
Past County Campaign Chairman for: David LeRoy for Governor,  
Ron McMurrey for Congress, Donna Jones for State Representative  
*Outstanding County Chairman Award, Best County Award,  
100% County Quota Award*

\* Idaho Republican Party - Boise, Idaho  
Past Region III Chairman, Covering nine Counties

\* Payette Chamber of Commerce - Payette, Idaho  
Past Chamber Board Member  
Pancake Breakfast Chairman - Apple Blossom Festival  
Payccsy Procurement Committee Member

\* Payette Primary Teacher Organization - Payette, Idaho  
Past President, Past Secretary, Book Fair Chairman,  
Carnival Co-Chairman - 2 Years

\* Westside Elementary Parent Teacher Organization, Payette, Idaho  
Past Treasurer

\* Payette Public Library, Payette, Idaho  
Past Board Member, Past Treasurer

\* Payette Education Foundation, Payette, Idaho  
Past President, Past Secretary

\* County of Payette, Payette, Idaho  
Past Precinct #2 Registrar and Committeeman

\* Payette Church of the Nazarene, Payette, Idaho  
Member, Sunday School Teacher, Past Harvestween Chairman  
Past Choir Member, Past Lay Pastor

\* Promise Keepers, Boise, Idaho  
Volunteer, Councilor

\* Payette/Washington County Job Service Employer Council, Payette, Idaho  
Past Chairman, Member

## **COMMUNITY SERVICE CONTINUED...**

\*Greater Oregon User Group of Applied Systems, Vancouver, Washington  
Past Member and Accounting Instructor

\*Imperial Sovereign Gem Court of Idaho, Inc., Boise, Idaho  
Past Secretary, Past Treasurer, Past Board Member, Gem Empress 26 of Idaho  
Various in state and out of State Awards  
Member 1999 to Present

## *Ronald P. Peterson*

389 S Elm St Apt 124

Boise, ID 83712

[taylor-2@outlook.com](mailto:taylor-2@outlook.com)

(208) 353-8705

To use my experience in accounting, business, and computers to assist in the growth of a company while continuing to grow myself. To make enough income to replace my Social Security Disability Income to be able to live in Boise, Idaho.

I recognized that my history reflects not working for about twenty years due medical circumstances. Held part-time jobs temporarily to supplement income. Can work any office job if provided a decent desk chair that takes pressure off my lower back. I am the type of person that likes to get the job done and done right while helping co-workers when needed. Office must work as team to work properly. You will not go wrong if you give me a chance to add to your team.

Authorized to work in the US for any employer.

### *Work Experience*

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#### **Accountant / Computer Technician / Trainer**

Peterson Technical Services - Boise, ID

June 1995 to Present

- Build, install, upgrade, and troubleshoot PC hardware
- Install, upgrade, and troubleshoot PC software
- Train on use of computer hardware and software
- Accountant maintaining G/L, A/R, A/P, Inventory, Payroll Accounting and Reports
- Desktop Publishing: Design Flyer's, Posters, Business cards, etc.
- Web page design
- Pay rate \$30.00 per hour

#### **Diocesan Accounting Coordinator**

Episcopal Church of Idaho, Inc. - Boise, ID

November 2021 to March 2022

Accounting using QuickBooks Online for invoicing A/P, A/R, GL, Payroll and Reports, Bank Reconciliations for Non-profit organizations. Work with Parishes within Diocese for monthly and annual reports, adding and deleting personnel benefits. Complete monthly Retirement report and deposits.

\$36,140.00 yearly 30 hours a week.

Bishop Brian Thom, Supervisor (208) 345-4440.

**Call Center - Medicare Advantage Agent**

Teleperformance USA - Boise, ID

September 2020 to December 2020

Answer incoming calls from Medicare Beneficiaries to discuss Medicare changes and sell Medicare Advantage Policy or Prescription Drug Policy during annual enrolment period.

Supervisor - Tony

Pay rate: \$22.50 per hour plus bonus.

**Communications Coordinator/Backup Controller**

Holland Realty, Inc - Boise, ID

February 1999 to April 1999

- Assist and train up to 80 Real Estate agents and 20 personnel with computer and software needs.
- Training done in-group or one on one.
- Assist with preparation of Real Estate Commission checks, trust checks, office bills, property tax forms and balance check books.
- Oversee, upgrade & troubleshoot individual and network PC hardware and software problems in five offices.
- Coordinate purchases and upgrades to computer systems, telephone system and services and other office equipment.
- Design Procedure documents for agents and personnel for use of software.
- Work with and update company web pages.

**Tech Support Spec. • Sr. Tech Support Spec. • Research Spec**

Cougar Mountain Software - Boise, ID

April 1998 to November 1998

- Promoted twice in three months.
- Troubleshoot accounting software and hardware problems with customers over the phone.
- Assist with training of Support team of sixteen to troubleshoot hardware problems on individual basis or in-group setting.
- Assist Manager as backup for Network system while on vacation or out of office.
- Assist other departments with software, hardware and network problems.
- Research and resolve issues for customers that Support Team was unable to complete over the phone working with customer's data. Work with G/L, A/R, A/P, Inventory, and Payroll, Point of Sale, Order Entry, Bar Coding and Report Generating.
- Test equipment for compatibility with accounting software.

**Accountant**

Low's Ready Mix, Inc - Eagle, ID

September 1995 to April 1998

- Accounting maintaining G/L, Rent A/R, A/P, and multiple Bank Reconciliation
- Payroll for 40+ employees on weekly basis - Salaried & hourly
- Monthly, quarterly, & yearly tax preparation for payroll, fuel and mileage
- Administrate 401K plan
- Administrate Group Health, Property, Casualty, and Worker's Compensation
- Pay rate: \$18.00

## **Computer Technician**

Riley Library - NW Nazarene College - Nampa, ID

January 1996 to December 1996

- Install, update, and troubleshoot, Library Software
- Install, update, and troubleshoot, individual and network PC workstations
- Train personnel and students on use of software
- Update and design library databases and reports
- Update and maintain Library Web pages

## **Office Manager/Secretary**

ERA Preferred Properties, Inc - Payette, ID

June 1995 to September 1995

- Evaluate and train current secretary for Real Estate business
- Design procedure manual for operation of front office
- Update and maintain computer systems for agents and personnel
- Update and maintain MLS system

## **Agent • Accountant • Office Manager • System Administrator • Staff Trainer**

Three Rivers Agency, Inc - Payette, ID

August 1981 to June 1995

- Licensed Property, Casualty, Life and Disability Insurance Agent
- Certified Insurance Councillor - National Designation
- Accountant maintaining G/L, A/R, A/P and payroll for 4 to 26 employees on semi-monthly basis
- Managed from 1 to 4 offices as agency grew in multiple states
- Supervised and train clerical and agent staff in 1 to 4 offices as agency grew
- Hired and fired clerical staff at main location
- Maintained employee files, company appointment files and agent licensing files
- Maintained computer network system and workstations in 1 to 4 offices as agency grew
- Designed Procedure manual for employees and agents
- Updated and maintained software programs for multiple locations and systems
- Strong organizational and detail-oriented skills
- Effectively handles multiple tasks simultaneously
- Demonstrated ability to acquire and apply knowledge rapidly
- Independent; works with minimal supervision and contributes to a team
- Word Processing, Database, Spreadsheet, and Publisher Software
- Internet, Email, and Web Pages design
- Networks and Operating Systems
- Pay Rate: \$2,760 monthly

## **Assistant Apartment Manager**

Lusk Street Apartments - Boise, ID

August 1980 to August 1981

- Take rent payments when needed.
- Assist in completion of applications.
- Take repair orders.
- Make minor maintenance repairs.
- Assist Manager in other tasks as needed



## ***Education***

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### **NW Nazarene College**

Nampa, Idaho

August 1995 to June 1996

Elementary Education & Computer Science – 1 Year – 12 credits

### **ITT Technical Institute (Link's School of Business)**

Boise, ID

August 1980 to June 1981

Associates Degree - Business School (Bachelor's Preferred) in

- Administrative Accounting – 16 credit hours
- Machines & Accounting – 4 credit hours

### **Weber State College**

Ogden, Utah

August 1979 to June 1980

**Accounting** – 1 Year – 8 credits

Carey High School - Carey, ID

Diploma - Accounting

## ***Awards***

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### **100% President & 100% Secretary Award**

March 1983 to Present

100% Secretary Award - Payette Lions Club of Lions International

100% President Award - Fruitland Lions Club of Lions International

## ***Certifications and Licenses***

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### **Microsoft PowerPoint – LinkedIn Badge**

June 2022 to Present

Top 5% of over 7.7 million taken the assessment.

### **Microsoft Outlook – LinkedIn Badge**

May 2022 to Present

Top 30% of over 1.3 million taken the assessment.

### **Accounting – LinkedIn Badge**

October 2021 to Present

Top 15% of over 2.7 million taken the assessment.

## ***REFERENCES***

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Bishop Brian Thom – Supervisor – Episcopal Diocese of Idaho, Boise, Idaho <a href="mailto:bthom@idahodiocese.org">bthom@idahodiocese.org</a>	208-345-4440
Jason Ward - Supervisor – AIL, Idaho Falls, Idaho <a href="mailto:jsnsward@gmail.com">jsnsward@gmail.com</a>	801-664-3354
Gene Grey - Co-Owner, Retired – Three Rivers Agency, Inc, Payette, Id <a href="mailto:geneusmc@srvinet.com">geneusmc@srvinet.com</a>	208-642-4139
Christina Warnock Health Agent – Boise, Idaho <a href="mailto:ttbhappy39@yahoo.com">ttbhappy39@yahoo.com</a>	208-392-5288
Harriet Berg - Co-Owner, Retired – ERA Preferred Properties, Payette, Idaho	208-642-9859

## *Skills*

- Accounting and Payroll Systems
- Training on One to One or Group environment
- Personal Computer System built, upgraded and maintained
- Real Estate Software
- Public Library Software
- Insurance: Property, Casualty, Life, Disability and Health (10+ years)
- Accounting Software
- Computer Hardware
- Computer Networking
- Database Design
- Help Desk
- Software Testing
- Software Troubleshooting
- Desktop Support
- Technical Support
- Bank Reconciliation
- System Administration
- Microsoft Windows
- Databases
- LAN
- Sales (10+ years)
- Customer service (10+ years)
- Customer relationship management (10+ years)
- Microsoft Excel (10+ years)
- Accounts receivable (10+ years)
- 10 key calculator (10+ years)
- Accounts payable (10+ years)
- Payroll (10+ years)
- QuickBooks Desktop and Online (10+ years)
- Microsoft Word (10+ years)
- Microsoft Excel (10+ years)
- Microsoft Access (10+ years)
- Microsoft Office (10+ years)
- Microsoft Outlook (10+ years)
- Microsoft Publisher (10+ years)
- Adobe Acrobat (10+ years)
- Google Docs (5 years)
- Supervising experience (10+ years)
- Office manager experience (10+ years)
- Office Management (10+ years)

## *Skills Continued*

- Accounts receivable – Accounting (20 Years)
- Accounts Payable – Accounting (20 Years)
- Adobe Photoshop (5 years)
- Quicken (10+ years)
- Bill.com (1 year)
- ACH (5 years)
- Windows (10+ years)
- General Ledger – Accounting - (20+ years)
- Journal Entries – Accounting - (20+ years)
- Bank & Credit Card Reconciliation - (20+ years)
- Bill.com (1 year)
- Customer service (10+ years)
- Front desk (10+ years)
- Filing (10+ years)
- Negotiation
- Analysis skills (10+ years)
- Dispatching
- Project management
- Contracts
- Property management
- Management
- Benefits administration (10+ years)
- Budgeting
- Customer support
- Account Reconciliation
- Tax Experience
- Typing
- Apartment Management (1 year)
- Office experience
- Clerical experience
- GAAP
- Salesforce
- Account management
- Inside sales
- Lead generation
- Time management
- Administrative experience
- Microsoft Power Point
- ERP systems
- English
- Accountant

***Skills Continued***

- Corporate, Federal, & State Tax Filing & Payments
- Payroll Tax Filing & Payments
- General ledger reconciliation
- Data collection
- Conflict management
- Computer literacy
- Desktop Publishing (10+ years)
- Training (10+ years)
- Data entry
- Debits & credits
- Proofreading
- Basic math
- Interviewing
- Documentation review
- Process improvement
- Word processing
- Hotel experience
- Workers' compensation
- Microsoft Outlook Calendar
- Human resources
- Communication skills
- Computer skills
- Organizational skills
- Schedule management
- Team management
- Sanitation
- Cleaning

## *Assessments*

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### **Teamwork: Interpersonal skills — Highly Proficient**

April 2020

Resolving disputes, solving team problems, and understanding nonverbal cues.

Full results: [Highly Proficient](#)

### **Accounting skills: Bookkeeping — Highly Proficient**

August 2020

Calculating and determining the accuracy of financial data

Full results: [Highly Proficient](#)

### **Working with MS Word documents — Expert**

April 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Expert](#)

### **Sales skills — Highly Proficient**

April 2021

Influencing and negotiating with customers

Full results: [Highly Proficient](#)

### **Filing & organization — Highly Proficient**

April 2021

Arranging and managing information or materials using a set of rules

Full results: [Highly Proficient](#)

### **Analysing data — Proficient**

April 2021

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Proficient](#)

### **Creating presentations with Microsoft PowerPoint — Proficient**

April 2021

Knowledge of Microsoft PowerPoint tools and features

Full results: [Proficient](#)

### **Cashier skills — Expert**

April 2021

Counting cash, processing transactions, following written procedures, and attending to details

Full results: [Expert](#)

### **Customer service — Proficient**

April 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

**Attention to detail — Proficient**

April 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

**Verbal communication — Proficient**

May 2021

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

**Basic maintenance and repair — Highly Proficient**

May 2021

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Highly Proficient](#)

**Working with MS Excel spreadsheets — Proficient**

June 2021

Knowledge of various Microsoft Excel features, functions and formulas

Full results: [Proficient](#)

**Marketing — Highly Proficient**

June 2021

Understanding a target audience and how to best communicate with them

Full results: [Highly Proficient](#)

**Teamwork: Interpersonal skills — Proficient**

September 2021

Responding to challenging team situations at work

Full results: [Proficient](#)

**Basic bookkeeping — Highly Proficient**

May 2021

Calculating and determining the accuracy of financial data

Full results: [Highly Proficient](#)

**HR: Compensation & benefits — Highly Proficient**

April 2020

Knowledge of compensation and benefits programs

Full results: [Highly Proficient](#)

**Basic attention to detail — Proficient**

May 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

**Management & leadership skills: Planning & execution — Proficient**

April 2021

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

**Data entry: Accuracy — Proficient**

May 2021

Entering data quickly and accurately

Full results: [Proficient](#)

**Office manager — Highly Proficient**

April 2021

Scheduling and budgeting

Full results: [Highly Proficient](#)

**Administrative assistant/receptionist — Expert**

May 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Expert](#)

**Following directions — Highly Proficient**

April 2021

Following multi-step instructions

Full results: [Highly Proficient](#)

**Management & leadership skills: Impact & influence — Proficient**

September 2021

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

**Basic computer skills — Highly Proficient**

April 2021

Performing basic computer operations and troubleshooting common problems

Full results: [Highly Proficient](#)

**Work style: Professionalism — Proficient**

June 2021

Tendency to be accountable, professional, open to feedback, and act with integrity at work

Full results: [Proficient](#)

**Supervisory skills: Motivating & assessing employees — Proficient**

May 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

**Data entry: Attention to detail — Proficient**

August 2021

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

**Recruiting — Proficient**

August 2021

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

**General manager (hospitality) — Proficient**



May 2021

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Proficient](#)

### **Medical receptionist skills — Highly Proficient**

July 2021

Managing physician schedules and maintaining accurate patient records

Full results: [Highly Proficient](#)

### **Principles of accounting — Highly Proficient**

April 2022

Preparing financial records according to federal policies

Full results: [Highly Proficient](#)

### **Medical billing — Proficient**

May 2021

Understanding the procedures and forms used for medical billing

Full results: [Proficient](#)

### **Electronic health records: Best practices — Proficient**

June 2021

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Proficient](#)

### **Legal skills — Familiar**

May 2022

Supporting legal procedures, preparing documents, doing research, and collecting client information in a legal setting

Full results: [Familiar](#)

### **Managing accounts in QuickBooks — Highly Proficient**

May 2022

Using QuickBooks software to manage business financials

Full results: [Highly Proficient](#)

### **Nursing assistant skills — Proficient**

July 2021

Providing nursing aid to patients using knowledge of relevant equipment and procedures

Full results: [Proficient](#)

*Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.*