

WILLIAM STONEBERG

Ft. Lauderdale, FL

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ADMINISTRATIVE COORDINATOR / WEB DESIGNER

Technically savvy professional, self-driven and highly motivated takes on challenges to simplify processes and create seamless operations. Efficient and focused, thrives in fast-paced environments collaborating in a team setting or working independently. Areas of expertise include:

Customer Service • Accounting Systems • Point of Sale • Employee Relations
Social Media • Marketing • E-commerce • Blogging

PROFESSIONAL EXPERIENCE

BROWARD CENTER FOR PERFORMING ARTS, Ft. Lauderdale, FL **2005 – 2022**

Food & Beverage Administrative Coordinator **2018 – 2022**

- Responsible for Biweekly Payroll, tips, and pay incentive for 70 – 100 part time employees. This includes daily monitoring of employee's time clock punches and department transfers. (**UKG payroll system**)
- Code all incoming invoices to the proper accounting expenses and department.
- Championed Point of Sales Systems selection and implementation for Food and Beverage Department. Heavily involved with comparing **Toast, Square and Clover** POS Systems.
- Eliminated need for multiple employee numbers by instituting use of HR Employee ID number throughout all systems.
- Simplified scheduling system for part time employees utilizing Calendar App (**Teamup**) to replace Excel worksheet.

Food & Beverage Concessions / Bar Tender / Assistant Manager **2005 – 2018**

- Reorganized stock room and created pull sheet with minimum quantities which prevented shortages in product concessions.
- Created import from Excel Schedule into Teamup App making employees' schedules easier to view.
- Simplified assignments of side work duties by work station with picture graph.
- Created website for Food and Beverage Department providing information about Broward Center, payroll access and procedures by location.

EARLIER ROLES HELD

SKYLINE SOFTWARE, INC., West Hollywood, CA **1997 - 2000**

Founder/President

Developed and provider of specialized Contact Management Software that interfaced an accounting system (SBT).

Between myself and one programmer/partner we achieved sales of \$300,000 with profits of \$200,000 in the 2nd year of operations. The software was sold through the mail on a CD. We produced all of our own software labels, logos and website. Software support made available through telephone lines using Pc Anywhere.

SKYLINE DISPLAYS, INC., Burnsville, MN **1987-1997**

VP of Finance, Accounting, and Information Systems

Skyline Inc., increased sales from \$8 million to over \$35 million during my tenure. I was Responsible for the management, development, training and implementation of computer networks, accounting, contact

management, and order procession software in the company and also for 30 independently owned remote distributor locations.

Implemented electronic order processing system with Apple MacIntosh Computer (design centers) interfacing with their local PC office network. We had a least 50% reduction in paperwork at the distributor and manufacturing level which improved accuracy in communication between manufacturing and the sales representatives when ordering display booths and graphics.

Director of Accounting and Information Systems

1987 - 1988

Decreased accounting month end reporting from over 30 days to three working days, reduced inventory counts, and shrinkage by implementing a managing an inventory audit system. Improved accounts receivable collections through electronic statements and invoices.

THE TORO COMPANY, Bloomington, MN

1977 - 1987

Manager of Accounting & Financial Planning

Created and programmed an accounting and inventory report (The Gap Report) eliminating the need for over four positions while improving direct and accurate communication between marketing and production. Changed the company's budgeting process, eliminating over 5 million in spending authorization with detail actual / budget report reflection vendor spending. (Vendor Budget Report). Financial Planning reports for all Toro's main office divisions were generated from the Gap Report.

After leaving Toro to go to Skyline Inc., I later heard the systems I created and documented were named "The Stoneberg System".

EDUCATION

Bachelor of Science (BS), Accounting & Math, Minnesota State University, Mankato, MN
Coursework in Computer Science, Iowa State University, Ames, IA

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) • UKG Payroll Software • QuickBooks Online • Google Analytics • Final Cut Pro X • Wix Website Software • Toast Point of Sales Software • Square Point of Sale Software • Teamup Calendar Scheduling Software