

Amy Peterson



Professional Summary

Skilled agricultural manager with demonstrated operations, team, and financial management abilities. Coordinate efficient activities at all levels to support business profits and maintain sustainable operations.

Talented Administrative professional with a background in accounting and finance. Extensive knowledge of AR/AP, Microsoft Suites, and QuickBooks software. Leveraging 15 years of excellence in Agricultural Ownership and Farming with Business competencies while maintaining Dynamic administrative professional leadership with 15+ years of experience playing a pivotal role in attaining daily objectives with long-term goals across diverse office platforms. Excel in timely and accurate processing of accounts payable and receivable while applying advanced analytical acumen. Strongly committed to raising productivity and service quality via strategic planning. Allocating use of resources and implementing process improvements for optimal results. Skilled receptionist and liaison with superior communication, computer, management support, and organizational skills. Employee-focused and performance-oriented with adequate training and mentoring abilities.

Work History

Winsome Farms, GP - Co-Owner/Administrator
Johnson, Kansas
02/2009 - Current

- Established and administered an annual budget with effective controls to prevent overages, minimize burn rate, and support sustainability objectives
- Set, enforced, and optimized internal policies to maintain efficiency and responsiveness to demands
- Monitored processes and procedures to comply with company policy and state and federal regulations
- Maintained P&L and shouldered corporate fiscal responsibility, resulting in more profitability
- Forecasted and directed effective management and financial control, eliminating over \$1 million in debt
- Co-Interviewed, Co-supervised, and Co-motivated five staff members to achieve optimal productivity
- Aligned organizational objectives with company mission
- Recorded Custom Work financial transactions for Winsome Ag department using QuickBooks and handled payments of accounts
- Administered bi-weekly staff payroll, including physical checks, direct deposits, and all calculations such as commissions, reimbursements, and benefit deductions
- Developed team communications and information for farm meetings
- Created and implemented forward-thinking initiatives to improve employee engagement
- Provided guidance on policies and procedures to harmonize responses, provide appropriate investigation actions, and resolve grievances
- Structured compensation and benefits according to market conditions and budget demands
- Directed and controlled various benefit programs, including 401K, medical, dental, and vision packages

Contact

abcpeterson123@gmail.com

apeterson.winsomefarms@gmail.com

(620) 492-3448

Johnson, KS 67855

winsomefarmsks.com

[linkedin.com/in/amy-peterson-0770145 2](https://www.linkedin.com/in/amy-peterson-07701452)

Skills

- Business Operations
- Supervision Organization
- Project Organization Budgets
- Labor negotiations
- Company organization
- Recordkeeping
- Budgeting
- Energetic
- Problem Solving
- Relationship Development
- MS Office Communications
- Regulatory Compliance
- Compensation Structuring
- Payroll coordination
- File and records management
- Project Management
- HR
- Detailed

Education

Douglas County High School

Castle Rock, Co 1993

University of Phoenix

Associates of Art with a Concentration in Business

Dean's List

Affiliations

- 1) Kansas Farm Bureau
- 2) Kansas Farm Service Agency
- 3) The National Society of Leadership and Success

- revenue, profit, and business growth by collaboratively developing integrated strategies
- Organized envelopes, postage, and mail correspondence for staff and management, maintaining postage meter and coordinating with delivery and courier services
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels
- Developed and updated spreadsheets and databases to track, analyze and report on performance and profit data
- Reviewed and balanced daily bank deposits and deposit reports
- Created, updated physical records and digital files to maintain current, accurate, and compliant documentation
- Recorded expenses and maintained accounting records in QuickBooks and Excel
- Maintained fully functional office equipment and well-organized supplies to enhance team productivity
- Created and implemented forward-thinking initiatives to improve employee engagement
- Provided guidance on policies and procedures to harmonize responses, provide appropriate investigation actions, and resolve grievances
- Structured compensation and benefits according to market conditions and budget demands
- Facilitated onboarding sessions and on-the-job training for new hires, bolstering employee job position knowledge and skillset
- Maintained company compliance with all local, state, and federal laws, in addition to establishing organizational standards
- Strengthened operational efficiencies and traceability by developing organizational filing systems for confidential employee records and reports

Winsome Ag Service, LLC - Co-owner/Secretary

Johnson, Kansas

02/2009 - Current

- Produced accurate office files, updated spreadsheets, and crafted presentations to support executives and boost team efficiency
- Responded to emails and other correspondence to facilitate communication and enhance business processes
- Organized envelopes, postage, and mail correspondence for staff and management, maintaining postage meter and coordinating with delivery and courier services
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data
- Reviewed and balanced daily bank deposits and deposit report
- Managed inventory, placed orders, and handled payment for office supplies
- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors to obtain replacements or refunds
- Recorded information, shortages, and discrepancies to keep records current and accurate
- Kept all documentation and records accurate and up to date with the latest data to prevent errors in processing or delivery
- Orchestrated positive media coverage and stakeholder relations as the public face of 2 companies

Winger Farms - Secretary

Johnson, Kansas

02/2008 - 02/2009

- Produced accurate office files, updated spreadsheets, and crafted presentations to support executives and boost team efficiency
- Sorted, opened, and routed incoming correspondence and deliveries to help senior leaders respond quickly to business and customer requirements



- *Provided clerical support to 2 company employees by copying, faxing, and filing documents*
- *Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels*
- *Reviewed and balanced daily bank deposits and deposit report*
- *Promptly answered multi-line phone system and greeted callers enthusiastically*
- *Recorded expenses and keeping accounting records in Mas 90 accounting software*

Expressions - Flower Shop Staff

Johnson, Kansas

06/2006 - 02/2008

- *Placed floral arrangements in refrigerated cases and arranged other merchandise on display fixtures*
- *Produced high-volume flower designs for expressions store in Kansas region*
- *Prepared incoming flower stocks for inclusion in arrangements and bouquets*
- *Provided customers with courteous, knowledgeable, and efficient service*
- *Maintained high standard of organization and cleanliness of store premises*
- *Listened to customer needs and desires to identify and recommend optimal products*
- *Maintained organized checkout area and swept floors, and emptied trash cans*
- *Replenished sales floor merchandise and organized shelves, racks and bins for optimal appearance*
- *Issued receipts and processed refunds, credits, or exchanges*
- *Managed efficient cash register operations, including scanning items, processing payments, and issuing receipts*
- *Opened and closed store independently when needed and prepared nightly bank drop for manager*
- *Transported flower deliveries to customer locations in a professional time frame*

Brant And Amy Peterson Farming - Business Co-Owner

Johnson, Kansas

01/1999 - 01/2006

- *Maintained Farm records and documentation.*
- *Budgeted equipment purchases and regular repairs.*
- *Reviewed and balanced daily bank deposits and deposit reports.*
- *Recorded expenses and maintained accounting records in Mas90.*
- *Established and administered an annual budget with effective controls to prevent overages, minimize burn rate, and support sustainability objectives.*

Teeter Irrigation - Office Assistant

Ulysses, KS

01/1996 - 12/1997

- *Kept physical files and digitized records organized for easy updating and retrieval by authorized team members*
- *Processed payments and documented account changes for financial accuracy and transparency*
- *Assisted senior recruiting staff with career fairs and recruiting events*
- *Welcomed office visitors warmly and alerted staff to arrivals of scheduled appointments*
- *Maintained clean reception area to promote a positive, professional environment for all stakeholders, including managers and client revenue, profit, and business growth by collaboratively developing integrated strategies*