

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

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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