

# Amy Crosswhite

She/Her/Hers

## EXPERIENCE

### Office Administrator & Receptionist Shelburne Farms — *Shelburne VT*

AUGUST 2022 - PRESENT

- Managed daily Farm Barn Reception Office operations and part-time Receptionists
- Contributed to equity, safety, guest services, and farm wide systems for procedures
- Advocated for facility updates for increased accessibility with positive response
- Stepped in as Acting Farm Store Manager and general retail consultant
- Built an inventory management and order tracking system for procurement
- Collaborated with various departments to complete vital tasks

### Senior Office & Operations Manager Peace & Justice Center — *Burlington VT*

MARCH 2015 - AUGUST 2022

- Served as Interim Executive Director during transitional period
- Developed education programming, outreach, registration, and promotion
- Recruited and managed volunteers, interns, program facilitators, and staff
- Managed daily operations, facilities, purchasing, IT, POS, and accounting
- Tracked budgets, contributed to grant reporting and strategic planning
- Created Systems for membership management and fundraising phone calls
- Created graphics and managed website, social media, and printed materials
- Managed internal and external events for stakeholders
- Managed daily retail store operations (\$146,000 gross receipts annually)
- Established and maintained partnerships with fair trade artisans and growers
- Managed on and off-site vending events for fair trade and local artisans
- Panelist and guest speaker at fair trade conferences and universities

### Creative Projects Self Employed — *Essex Junction VT*

Current & Passed

- Illustrated and published Persona comic books (series in progress)
- Contributed to collaborative story writing and comic convention vending
- Featured artist - Strand Gallery *Hues of Identity Pride Exhibit*, June 2024
- Celebrated cultural heritage through traditional Swedish folk art -Dala Horse wood carving and painting
- Painted custom murals for businesses, schools, private residences
- Produced commissioned artwork for over 10 years
- Musician (guitarist & vocalist) for local volunteer events

### Assistant Manager J.Jill — *Burlington VT*

JUNE 2013- JULY 2014

- Trained & supervised 5 Sales Associates and worked as on-site manager
- Reporting for conversion goals and hourly metric tracking
- Provided extensive customer support for credit card billing & terms of service
- Implemented floor sets & merchandising according to company standards

## SKILLS

Nonprofit Operations

Retail Management

Guest Services & Inclusion

Fundraising & Events

Strategic Planning

Budgeting & Accounting

Website & Ecommerce

Development

Illustration, Graphic Design  
& Marketing

Curriculum Development

Vocational Mentoring

CPR & First Aid

## EDUCATION

Art Instruction Schools,  
Minneapolis, MN —  
Certificate of Fine Arts, 2012

## PROFESSIONAL DEVELOPMENT

Figure Drawing, Global Trade  
Systems Research, Racial  
Justice, Nonviolence

## VOLUNTEER EXPERIENCE

Board Member - Heritage  
Winooski Mill Museum  
2018 - 2020

Musician - Camp Elkanah  
Summer 2003 - 2009