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CONTACT

Sierra Crook Shenkin

(she/her)

Non Profit Director
with a background in
Organic Food Management

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Skills

- Grant Writing, Oversight, and Execution
 - Strategic Program Planning, Organization, and Execution
 - Operational Systems Development and Application
 - Monthly Government Reporting and Compliance with Policy and Regulations
 - Team Building, Management, and Culture
 - Volunteer Management and Coordination
 - Donor Engagement and Development
 - External Marketing and Communication
 - Efficient Learning and Processing of New Skill Sets and Information
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Experience

Director of Administration / Ferndale Food Bank

May 2023 - Present | Ferndale, WA

- Developed and implemented organizational and strategic operational systems
- Successfully wrote over \$250,000 of grant awards and oversaw and executed grant programming
- Maintained partnerships and facilitated new ones with local businesses, community members, and organizations
- Understood and followed all related government policy and executed compliance with relevant regulations
- Created and executed end of the year fundraising campaign as well as planned a yearly fundraising strategy
- Managed food distributions, including client relations, on site problem solving, and volunteer oversight
- Oversaw 100 volunteers, including recruitment, training, and management
- Managed all social media platforms and internal volunteer newsletter via Mailchimp
- Designed all food bank related media and graphics, including brochures, signs, and marketing materials
- Carried out and trained volunteers on all food health and safety requirements
- Created and executed an inventory and ordering system for all food product
- Reported to and worked with six member board
- Oversaw a yearly budget of over \$355,000 in partnership with the board treasurer
- Represented organization at events and local network entities, including

- County Food Bank Network and Ferndale Non Profit Network
- Worked with county network of food banks for partnerships and joint efforts in local food security initiatives
- Advocated to city and county councils for local government support and funding

Food Consultant and Recipe Development / Makeworth Coffee Roasters | Coffee Shop and Cafe Space

January 2023 - Present | Bellingham, WA

- Communicate with and understand vision of cafe ownership for new food items and create recipes for cafe kitchen with specific efficiency and quality goals and parameters
- Write and format recipes with clarity and simplicity to set kitchen staff up for successful completion
- Train kitchen staff on how to execute recipes with quality and efficiency
- Test recipes, receive feedback from staff and ownership, and modify as necessary
- Analyze costing of recipe and pitch necessary price point for items with desired margins in mind

Pastry Department Lead / Breadfarm | Production Bakery

September 2021 - Present | Bellingham, WA

- Understand and coordinate organic ingredient ordering and partnerships with local farms
- Direct all inventory management, recording, and updating
- Mix, laminate, sheet, shape, proof, assemble, bake, and finish various pastry products and recipes at the bakery
- Work within time restraints and daily deadlines to complete necessary production tasks
- Train new employees on day to day tasks and company systems
- Communicate clearly and work with co-workers to strategize, make decisions, and carry out daily tasks
- Carry out all cleaning tasks, food health and safety requirements, and a sanitary work environment
- Assess all pastries and products quality and cull items when not up to quality standards
- Coordinate and create daily, weekly, and monthly schedules and operations
- Manage a team of six employees and work across departments to carry out the operations and vision of the bakery
- Understand company culture and values and apply them to day to day workplace environment and decision making

Front of House Packaging, Sales, and Pastry Prep / Rye Goods Co. | Organic Sourdough Bakery and Deli

January 2021 - August 2021 | Newport Beach, CA

- Facilitated interactions with customers and front of house sales
- Packaged and prepared all beginning of day product and front of house set up
- Maintained inventory of all packaging goods
- Communicated descriptions of and marketed all baked goods and deli items to customers
- Received customer inquiries and issues and problem solved where

necessary

- Communicated vision and mission of the company to customers
- Helped prep pastry mis en place, including cutting produce, making egg wash, etc.
- Helped finish pastry for final sale, including sugaring, icing, and glazing, etc.
- Helped with baking and prepping pastry items such as banana bread, pies, and cookies

Non Profit Program Director / Fellowship of Christian Athletes Volleyball

September 2018 - May 2021 | Orange County, CA

- Led all FCAV team in execution of organization initiatives to offer personal and leadership development to youth, college, and professional volleyball players, with an emphasis on investing in female leadership
- Wrote and managed all contracts and invoices with organizational partnerships
- Oversaw, developed, planned, and executed five strategic leadership development programs for FCAV, including launching three new programs
- Hired, trained, and developed two full-time staff
- Led and developed all operations for FCAV strategy and programming
- Oversaw two staff, 30 interns, over 50 volunteers, and a budget of \$200,000 per year
- Facilitated and maintained over 20 partnerships with local organizations and schools
- Personally responsible for fundraising a total of \$120,000 for program needs and operations
- Ran all marketing campaigns for organizational programming and communicated vision and progress to all donors and volunteers

Education

Adelphi University / Bachelor of Art in International Studies with a concentration in Environmental Studies

Class of 2017 | Garen City, NY

- *Magna Cum Laude*
- Minor in Spanish
- Graduated with an Honors Degree

Accomplishments

- Member of Sigma Iota Rho International Studies Collegiate Honor Society
- Member of Sigma Delta Pi National Collegiate Hispanic Honor Society
- Four Year Member of the Adelphi Women's Volleyball Team
- International Studies Award for Research on Thesis Work, "The Effectiveness of Environmental Peacebuilding"

Other Relevant Experience

Organic Farm Volunteer / January 2016

La Mariposa Spanish School and Eco-Hotel | San Juan de la Concepción, Masaya, Nicaragua

Food Co-op Volunteer / May 2016 - August 2016

Sugarbeet Food Co-Op | Oak Park, IL

Proficiencies in:

- Mailchimp
- All social media platforms
- Microsoft Office
- Adobe Creative Cloud Applications

Jill Hough

Former Director of Administration

Ferndale Food Bank

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Riley Sweeney

Former Food Access Seat

Community Relations and Government Affairs Manager at ABC Recycling

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References