

# BRIAN CHRIS CANAVE

BRIANCHRISCANAVE@GMAIL.COM (626) 329-1933 [HTTPS://WWW.LINKEDIN.COM/IN/BRIANCHRISCANAVE/](https://www.linkedin.com/in/brianchriscanave/)

## WORK EXPERIENCE

J.Crew, Pasadena, CA

March 2015 - June 2017; November 2017 - Present

*Lead Cashier, Former Sales Support Associate*

- Complete point of sale transactions with customers in mind, ensuring all correct promotions are applied and shopping experience have exceeded expectations, adding orders when needed
- Guides clients through the J.Crew Credit Card application process, upsetting the benefits, producing a high average of 60 applications for the store annually
- Trains new and fellow associates at how to properly work at cash wrap, completing point of sale or returns while positively interacting with customers

Amihan Global Strategies, Los Angeles, CA & Manila, PH

September 2016 - May 2018

*Global Projects Coordinator, Former Executive Assistant to the Chairman*

- Led initiative reviewing company's past, inefficient workflow processes and implemented across departments new, effective internal communications and project management software
- Coordinated a small marketing team, handling everything from social media and web channels, campaigns, and events to ensure high quality and agile deliverables met deadlines through project management, stand ups, and weekly syncs between members across departments and time zones
- Spearheaded the web channel revamp, updating the website to a sleeker design with better content management system increasing call to action responses and implemented Google analytics for more data driven edits to maintain web channel
- Supported chairman in special projects and philanthropic endeavors such as conference coordinating for Open Collaboration with East Asian Networks Summit and DevCon in the Philippines
- Acted as gatekeeper for chairman, addressing issues as they arose filtering tasks that I could complete on his behalf
- Communicated across departments with product leads, project managers, and account executives to ensure solutions and deliverables were met

## VOLUNTEER EXPERIENCE

Kaya Collaborative, Los Angeles, CA

October 2014 - May 2018

*Regional Director - Los Angeles Region*

- Orchestrated annual regional fundraiser involving approximately sixty Los Angeles donors that raises an average of \$2,500 - \$3,000 for use of our annual program, a sixty day immersion fellowship for a cohort of current and recent university/college students hosted in Manila, Philippines
- Recruited 160 applicants for social impact fellowship program resulting in 15 fellows who completed the program; as well as added 8 new team members for Los Angeles
- Organized overnight retreat for team bonding of 9 team members and planning for the upcoming year
- Co-designed the Enterprise Pipeline program, which focuses on career pathways through corporations
- Launched a sustainable donor program that gifts quarterly boxes containing Philippine artisanal goods for a monthly donation

## EDUCATION

Loyola Marymount University (LMU), Los Angeles, CA

May 10, 2014

- Bachelor of Arts in Political Science and Asian Pacific Studies

## SKILLS

Proficient: Microsoft Office Suite, Mac Office Suite, Adobe Photoshop, InDesign, Wordpress CMS, Social Media Management, Blogging, Productivity Software: Google Suites, Slack, Trello, Asana, SmartSheets, Hootsuite, CRM, Marketing, and Campaign Platforms: Hubspot and MailChimp

Knowledgeable: iMovie, Final Cut Pro, Audacity, Grant Writing, Analytics, SEO, Other Adobe Creative Cloud