

Cheri Kalenian

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Summary

I am a warrior for humanity through the balance of the heart-mind coherence connection. An avid problem-solver and a team collaborator. Mindfully optimistic and joyful. An efficient and organized doer. Tenacity runs through my veins in the way that coffee keeps others alive. I'm always up for the challenge with an inspiring attitude. I intuitively see, listen, and think from all perspectives. I find collaborating over diverse organizational topographies thrilling, and the juggling of a task list excites me. I have proven experience supporting C-Level Executives in their initiatives in fast-paced, change-oriented, high-growth, start-up environments. A humble master at coordinating and leading team collaborations. I have an impeccable ability to graciously give attention to the specificities of each individual I support. A loyal ally with the desire and experience to swiftly shift from errand runner to assistant and the courage to lead a C-level team when necessary. My energy is dynamic and happy, delivered with the calmness of a Zen Master. I thrive on being helpful and impactful, and I love to surprise and delight through the act of service.

Universal Audio (Multi-Grammy Award-Winning Producer of Music Production Equipment Privately Held, 260 Employees)

2020 - Present

Executive Assistant to the CEO

Advisor and assistant to the CEO. Supports the CEO with the leadership, strategic planning and management of the organization.

- Reports to the CEO
- Trusted Objective Advisor
- OKR Goal Planning & Management
- Leadership Management & Training
- Plan & Lead Weekly Executive Team Meetings
- Cross-Functional Team Coordinator
- Leadership Conflict Resolution
- Manage Quarterly Board Meeting Preparation
- Manage Executive Administrative Team
- Liason between the CEO and Music Industry Peers
- UA Charitable Giving Leader
- UA Carbon Footprint Leader
- Calendar Management

Livie & Luca (Product Design, Privately Held, 17 Employees)

2019-2020

Chief of Staff

Loyal and trusted assistant to the CEO. Supported the CEO with the day to day management of her role and responsibilities. This allowed her to remain organized, prepared and accountable to the organization.

- Reported to CEO
- Trusted Advisor
- Cross Team Collaboration
- Meeting Facilitation (Remote & in Person)
- Business Strategy
- Business Development
- Strategic Planning
- Scheduling
- Calendar Management
- Email Management
- Expense Reports
- Event Planning
- Equity Raising
- Travel Arrangement
- Project Management
- Social Media
- Confidentiality of Corporate Initiatives & Human Resources
- Document Management
- Employee Recruiting
- Employee Onboarding
- Employee Training
- Community Outreach

Heartjuice.net (Start-up, Privately Held Start-Up, 3 Contributors)

2017-2020

Co-Founder, Administration & Operations

Co-Founder of Heartjuice.net, a personal project that creates experiences to enhance connectivity between human beings.

- Business Strategy
- Business Development
- Strategic Planning
- Created Print and Website Content
- Designed and Produced Printed Marketing Material
- Setup & Registered Business
- Calendar Management
- Expense Management
- Customized Apparel
- Designed an E-Commerce Website in Squarespace

J Crew (Retail, Privately Held, 10,000+ Employees)

2014-2017

Store Director (multiple locations)

Store Director reporting to the COO. Responsible for the daily operations and administration of J Crew's physical locations in Carmel by the Sea and Los Gatos, California.

- Reported to COO
- Business Strategy
- Business Development
- Strategic Planning
- Scheduling for 50+ Employees
- Calendar Management
- Email Management of Store Correspondence
- Expense Reports
- Event Planning
- Hosting Weekly Events in Store
- Data Collection
- Data Analysis
- Project Management
- Purchasing
- CRM Testing and Implementation
- Social Media
- Confidentiality of Corporate Initiatives & Human Resources
- Document Management
- Employee Recruiting
- Employee Onboarding
- Employee Training
- Community Outreach
- Cross Team Collaboration

Anthropologie (New Store Start-Ups, Public, 16,000+ Employees)

2011-2014

Store Operations Manager & Sales Manager (multiple locations)

Store Operations & Sales Manager responsible for the daily operations, administration and sales management in Carmel by the Sea, California, and Los Gatos, California. following functions.

- Reported to Vice President
- Business Strategy
- Business Development
- Strategic Planning
- Scheduling for 45+ Employees
- Calendar Management
- Email Management of Store Correspondence, Customer Issues and Company Directives
- Expense Reports
- Event planning
- Hosting Weekly Events in Store
- Data Collection
- Data Analysis
- Project Management
- Purchasing
- Social Media
- Business Processes
- Confidentiality of Corporate Initiatives
- Confidentiality of Human Resource Activities
- Document Management
- Employee Recruiting
- Employee Onboarding
- Employee Training
- Community Outreach
- Cross Team Collaboration

Personal Shopper

2010-2011

Supported C-Level management designing and implementing their Personal Shopper program. The third highest ranked Personal Shopper in the nation residing at the Anthropologie store located in the Cherry Creek Mall, in Denver, Colorado.

Realty Lending Partners (Start, Up, Real Estate, Mortgage Banking, Marketing, 7 employees)

2006-2010

Executive Assistant & Chief Operations Officer

Supported the CEO in his role and managed the operations of 5 separate business units consisting of mortgage banking, real estate, real estate marketing, and property management.

- CEO Executive Support
- Business Strategy
- Business Development
- Strategic Planning
- CEO Email Management
- Expenses/Budgeting
- Project Management
- Event Planning
- Travel Planning
- Marketing
- Customer Service
- Sales
- Data Collection
- Data Analysis
- Salesforce CRM Configuration
- Employee Recruiting
- Employee Onboarding
- Business Processes
- Content Creation
- Human Resources
- Training
- Budget
- Asset Acquisition
- Property Manager
- Cross Team Collaboration
- Entrepreneur

Redhawk Industries (Start-Up, Security & Services Nationwide, Privately Held, 1200 employees)

2002-2006

Director of Information Technologies & Operations

Principal director in the acquisition and merger of 15 separate business entities in the areas of manufacturing, retail, and services. Created functional requirement assessments, configured systems, and constructed testing reviews with pilots for all mergers. Directly hired and managed a team of 20.

- Reported to CEO
- Business Strategy
- Business Development
- Strategic Planning
- Acquisition Management
- Scheduling for 20 Employees
- Travel Coordination for 20 Employees
- Expenses/Budgeting
- Project Management
- ERP Procurement
- ERP Implementation
- Business Intelligence
- Process Documentation
- Travel Planning
- Expenses/Budgeting
- Data Collection
- Data Analysis
- Employee Recruiting
- Employee Onboarding
- Training
- High Growth
- Start-up
- Confidentiality
- Cross Team Collaboration

Certifications

- Notary Public, State of California
- Notary Public, State of Colorado

Skills

Zoom Facilitator, Asana, Trello, Agile, Confluence, XChange Method - Leadership & Facilitation, Session Lab, Slack, Google Suite, Microsoft Office Suite, Adobe Creative Suite, Concur, Dayforce CRM, Salesforce CRM, SAP, Oracle, NetSuite Squarespace, Quickbooks, Dynamics, Success Factors, Evernote, OneNote

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College of San Mateo
SAP CO, FI, MM, PP
Oracle Business System
Microsoft Database Architect, SQL
YOGA Alliance 200 Hour Anusara Yoga Element Certified, Kundalini 200 hour in Progress