

CANILE JACKSON

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PROFESSIONAL SUMMARY

11+ years experience leading and mentoring teams of college/graduate students and young professionals in a citywide campus ministry. Looking to use gained experience in entry to mid-level positions in player development, scouting, administration and facilities management.

SKILLS

Public Speaking, Leadership Development, Basic Nonprofit Bookkeeping, Accounts Payable, Facility Management, Fundraising, Event Planning

EXPERIENCE

Chick-Fil-A/Queens Center Mall | Elmhurst, NY

Team Member/Manager In Training (March 2022 - present)

- Work in front of house operations: assembling meals, serving guests, outside expo distribution of orders, and delivering quality customer experience and interactions.
- Work in back of house operations: food preparations, equipment maintenance and sanitation, and stock rotations, to ensure products are consistent with upholding to Chick-Fil-A's methods of excellence and brand.
- Maintain clear communication with fellow team members and leaders to ensure tasks were carried out effectively.

Every Nation New York City | New York, NY

Facilities Manager (August 2020 - March 2022)

- Helped establish and implement safety guidelines for the usage of the Every Nation NYC Office.
- Tracked facility repairs & utility costs.
- Scheduled mandatory safety tests and inspections of ENNYC's Fire Alarm System and extinguishers.
- Performed general maintenance and upkeep of the facility by keeping record of equipment functioning status and performing and equipment & facility repairs as needed.
- Maintained orders of the appropriate supplies needed for repairs, renovations, and janitorial services. Oversaw professional installations and contractor repairs as needed.
- Coordinated bi-weekly external cleaning and disinfecting services for the office space as well as regular maintenance of the HVAC, Fire Alarm, Pest Control, ISP, and A/V systems of the office.
- Prepared the facility for various events and services held.

Bookkeeper (July 2020 - March 2022)

- Kept record of all credit and debit transactions for Every Nation NYC.
- Created weekly reports for total giving across four sites and various giving funds each Sunday, approximately 100-125 donors each week.
- Entered Pushpay donations (Credit Card & ACH), and weekly check and cash donations into Aplos software.
- Entered bills, online and 1099 Payments into Aplos every month.
- Entered Cashlingq Donations into Aplos monthly.
- Created monthly giving reports tracking individual donors to specific funds.

Accounts Payable (2015 - 2017)

- Processed reimbursements, bills/payments, 1099s, and other check requests.

Every Nation Churches & Ministries - Every Nation New York City | New York, NY

Campus Missionary (November 2009 - August 2020)

- Led weekly small group gatherings of students (7-10 on average) at St. John's University, FIT, NYU and Columbia discussing matters of faith and spirituality from the Bible.
- Planned multi-campus gatherings for students across NYC to encourage students and build community and quarterly and then monthly for students across NYC.
- Lead administrator for our NYC team, communicated by email and text with a database of 90-100 students for weekly for events and announcements.
- Drafted yearly goals and KPIs for the Every Nation Campus (ENC) NYC ministry.
- Annually organized trips for 10-30 NYC students and volunteers to the ENC conference in Chantilly, VA.
- Served as Affiliate Spiritual Life Advisor with Every Nation Campus at NYU from Aug 2018 to Aug 2021.

St. John 's University | Queens, NY

Event Manager, St. John's Univ. Athletic Facilities & Events (2007 - 2008)

- Hosted visiting teams and referees and supervised athletic event staff during SJU men's & women's basketball, men's and women's soccer, women's volleyball, softball, and lacrosse games.

EDUCATION

Bachelor of Science, Environmental Studies, **St. John's University, Queens, NY (2008)**

- Cum Laude, President's Society, 2007-2008