



CHELLE BERKLAND

CHELLEBERKLAND@GMAIL.COM

(515)664-7123

PROFILE

Hello! I am thrilled you landed on my Resume and look forward to sharing a bit about myself. I come with a background specializing in the event, design, and retail industries with a demonstrated history of exceeding client expectations and company goals. I am passionate about people, value the importance of building relationships, and strive to always provide an outstanding customer experience. I enjoy the challenges that come with working in an ever changing and fast paced environment. I deliver under pressure with a sense of urgency and poise. Adaptability, respect, and attentiveness are a few values that I demonstrate and will continue to cultivate in any organization.

CERTIFICATES | LEADERSHIP

- ✓ Certified Event Rental Professional
- ✓ Young Professional Member of the American Rental Association
- ✓ Representative at the Bozeman Chamber of Commerce
- ✓ Leadership Bozeman 31 Graduate
- ✓ Co-Chair Leadership Bozeman 32
- ✓ Proficient in Studio Designer

INTERESTS | HOBBIES

- ✓ Community volunteer
- ✓ Outdoor enthusiast
- ✓ Hostess with the mostest
- ✓ Adventure seeker
- ✓ Career driven by passion
- ✓ Boy mom

EDUCATION

BACHELOR OF SCIENCE

Iowa State University, Ames Iowa

APPAREL MERCHANDISING AND DESIGN | CONSUMER BEHAVIOR

EXPERIENCE

NEAT METHOD BOZEMAN | AUGUST 2020 – CURRENT

- Luxury home and office organizing; creating beautiful, sustainable systems
- Lead organizers on projects ensuring client needs/expectations are met
- Schedule consultations with prospective clients
- Assist with product purchasing and project planning
- Maintain product/industry knowledge, communicate, and uphold the NEAT brand standards

INDEPENDENT CONSULTANT | PAPER CHASE INTERIORS | CURRENT

- Weekly Management of all Pos
- Create detailed weekly PO Status Reports
- Preparation of all Proposals and Purchase Orders
- Tracking and Expediting of all Pos
- Claim Management
- Manage & Reconcile Order Acknowledgements

STORE MANAGER | ARCHITECTS WIFE | AUGUST 2019–SEPTEMBER 2020

- Managed overall store operations for a boutique furniture and interior design firm, a leader in high end furnishings and home décor
- Streamlined workflow processes by implementing standard operating procedures for salespeople and designers
- Spearheaded storewide merchandising re-sets seasonally and as needed
- Developed sales and design team through ongoing educational and leadership sessions while creating an inclusive and professional company culture
- Consistently exceeded sales goals, fostered vendor and client relationships
- Oversaw all functions of inventory, purchasing, and receiving

GENERAL MANAGER | MONTANA PARTY RENTALS | 2011 – AUGUST 2019

- Developed strategic partnerships with accounts in the event industry to exceed company targets, and client's goals
- Played an integral role in the growth and ongoing expansion of MPR, introducing services into Wyoming as the sole account manager
- Prepared and interpreted financial reports for purchasing equipment, setting product pricing, and forecasting rental trends
- Participated in community events and conferences demonstrating exceptional networking skills to create and foster long-term business relationships
- Managed daily operations for overall store functions. Responsible for hiring, training, and evaluating a staff of 25+
- Lead teams to collaborate on ways to improve performance, streamline workflow and increase profitability