

# CHELSEA BEELER

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## EXPERIENCE

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### **Hodinkee**, New York, NY

#### *Business Operations Manager*, January 2022 – Present

- Align and advise internal executive-level stakeholders on the planning and execution of the company's first brick-and-mortar retail store
- Partner with key external stakeholders (design team, architect, builder) to enforce timelines, track budgets, and resolve roadblocks
- Manage all vendor partnerships (security, IT/AV, creative technology, insurance, POS, etc.) to ensure operational needs are properly considered and executed prior to construction
- Liaise with internal Brand, Merchandising, and Operations teams to ensure the project is aligned with the company's vision, values, and standard operating procedure
- Oversee two office locations in New York and Atlanta, owning vendor relationships (maintenance, security, insurance, etc.) and high-level workplace operations
- Enable a team of two office coordinators to proactively elevate the overall employee experience across both office locations
- Design, document, and execute comprehensive cross-functional office operations processes (15+ to date), boosting efficiency and enhancing visibility across the organization
- Overhauled the company's onboarding process to ensure day-one success for 100+ new hires

#### *Operations Specialist*, January 2020 – January 2022

- Headed technology integration of Hodinkee and Crown & Caliber post-merger, resulting in the successful consolidation of 5+ major systems – including email (Microsoft to Google), Slack, and Dropbox – for 150+ employees
- Strategized around employees' ongoing IT needs, reconfiguring the company's approach and cutting overhead by 38%
- Researched and implemented employee and visitor management software aligned with the company's return-to-office plans across two office locations (New York and Atlanta)
- Facilitated the company's transition to remote work in March 2020 by providing resources and developing processes for employees to operate BAU from home

#### *Office Operations Coordinator*, June 2018 – January 2020

- Executed office migration for 40+ employees, supervising tech buildout and workspace planning
- Organized 9 major client-facing events, including HODINKEE's 10th Anniversary Weekend (1,200+ attendees)
- Oversaw day-to-day office operations and organized company events for 40+ employees

### **Phillips Auctioneers**, New York, NY

#### *Bids Coordinator*, May 2017 – June 2018

- Facilitated absentee, telephone, and online bid registrations for 30+ auctions
- Collaborated with the Digital team to streamline client-facing and internal registration processes
- Analyzed auction results and generated monthly sales reports for company executives

**Indiewalls**, New York, NY

*Sales Representative*, February 2016 – March 2017

- Rendered art consulting services for 10 commercial real estate projects, overseeing concept design to installation
- Organically grew a database of 50+ clients, establishing relationships and driving new revenue
- Leveraged client feedback to improve the company’s proprietary tech platform in collaboration with the Product team

**JKL Worldwide**, Brooklyn, NY

*Sales Administrator / Registrar*, February 2015 – November 2015

- Built complex client and artwork databases, providing the Sales team with crucial intelligence to drive revenue
- Maintained a pipeline of 60+ weekly leads and supervised daily sales rundowns
- Networked with clients, dealers, and gallerists at auctions, gallery openings, and events therefore growing the team’s book of business
- Partnered with art service vendors to organize shipments, arrange viewings, and facilitate storage while prioritizing discretion
- Produced 2 secondary market gallery exhibitions, garnering 100+ attendees per opening

**Tracy Williams, Ltd.**, New York, NY

*Gallery Assistant / Registrar*, February 2014 – February 2015

- Facilitated 7 gallery exhibitions and opening receptions, which included planning schedules, contracting vendors, and managing budgets
- Maintained a digital inventory database of 1,000+ artworks, meticulously recording all location and condition updates
- Managed the gallery’s website and social media accounts, updating regularly to reflect new exhibitions, press, etc.
- Oversaw all shipping and receiving, both domestically and abroad

**EDUCATION**

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**New York University**, New York, NY

*B.A., Individualized Study*

Concentration in Framing Culture; Minor: Art History

**HONORS**

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**University Honors Scholar**, Founders’ Day

Award

New York University

**SKILLS**

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- Mac OSX and Windows fluent
- Google Workspace expert
- Project Management
- Microsoft 365 (Word, PowerPoint, Excel)
- Adobe Creative Cloud (adv. Photoshop skills)
- Superb written, verbal, and visual communication
- Tech-savvy