

# RACHELLE O'KON

238 Frida Landing, Phoenix, AZ • +1 (555) 922 8282

## WORK EXPERIENCE

### SENIOR ART HANDLER

11/2015 - PRESENT

Philadelphia, PA

- To handle all objects with extreme care and skill
- Pack artworks for transportation and storage
- Maintain all inventory records and BOL's for all shipments
- Extensive experience with handling, hanging, installing, and de-installing high-value works of art both in the gallery and at off-site locations, including clients' private residences
- Annual salary commensurate with experience. Competitive benefits package provided
- Driving company's Sprinter cargo van in NYC and surrounding area for pick ups and deliveries
- Preparation of paperwork, including bills of lading, labeling, driver logs, and detailed condition reports with accompanying photos if necessary

### ART HANDLER

10/2010 - 06/2015

Dallas, TX

- Experienced Fine Art Handler with detailed understanding of Fine Art industry – both technical and operational desirable
- Receive incoming property consignments
- Unpack all property within 48 hrs. Of arrival
- Notify relevant supervisors and depts. of any damages, losses or discrepancies (within 24hrs)
- Support Supervisors in physical handling and communicating conditions (report damages to supervisors)
- Bar-code & Tag all property using handheld scanning device prior to transfer of property throughout Christie's facilities (on-site/off-site)
- Lot up sales (printing and placing lot stickers as directed by dept.)
- Communicate any warehouse supply needs
- Process pre-sale temp releases by obtaining necessary release paperwork from cashier's release, then tracking, tracing, scanning, and communicating the whereabouts of property to departments

### ASSISTANT REGISTRAR / ART HANDLER

11/2005 - 09/2010

Phoenix, AZ

- Receive and release shipments into warehouse facilities
- Load/ unload truck for safe transportation and storage
- Install / de-install artworks for private viewings or offsite installations
- Prep gallery space for viewings
- Maintain customer inventory records
- A team player with 'can do attitude', flexible, good time management, strong organisational and problem solving skills, forwarding thinking and responsible
- Previous experience in the transportation of fine art not essential
- Some experience in hanging artworks/installation processes desirable

## EDUCATION

### FRIENDS UNIVERSITY

2001 - 2005

Bachelor's Degree in Art

## PROFESSIONAL SKILLS

- Demonstrated experience with workshop skills and safety, including using
- Demonstrated skill with moving and handling works of art
- Skilled art handling experience
- Demonstrated knowledge of packing, unpacking, and installing works of art
- Work legally in the United States, a valid NY driver's license, and familiarity with driving in NYC
- Uncrating / Unpacking/ Bending/ Lifting/ Carrying
- Troubleshooting, tracking and tracing of missing property