
Egle Mendoza

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Professional Summary

Accomplished museum professional with a successful track record overseeing collection storage, inventories, new acquisitions, performing the maintenance and updating of art emergency procedure, manage and perform registration duties in support of the museum's Exhibitions, incoming/outgoing loans

Skills

- More than 19 years of museum experience in a combination of collections management, exhibitions, curatorial, registration, and database work
- Able to prioritize and utilize time management skills
- A dedicated team player, committed to providing high-quality support and excellent problem-solving skills to all organizational level

Work History

Art Collections Manager, May'23 – Present

Vallejo Investments, Inc., 101 Montgomery Street, Suite 2650, San Francisco, CA 94104

- coordinated the movement of artworks within facilities (warehouse, private homes)
- accessioned a large collection of contemporary art to the database, generated and processed a wide variety of documents, and ran various reports
- enter, retrieve, and analyze digital data and files
- collaborate with auction houses
- coordinate and work collaboratively with shipping companies, including packing and collection for moving out of state, also between warehouses, to private residences

Associate Registrar, July'22 – May'23

Fine Arts Museums of San Francisco Registration office Golden Gate Park, 50 Hagiwara Tea Garden Drive, San Francisco, CA 94118

- assisted in the accession of objects into the permanent collection, exhibition, and loan programs; inspects, documents, labels, and catalogs artworks acquired for collections and loans.
- measured and marked objects; used software applications to generate and process a wide variety of documents.
- entered, retrieved, analyzed digital data and files, prepared reports; reviewed finished materials for completeness, accuracy, format, and compliance.
- coordinate and contribute to art inventory, audits, and maintenance of the location tracking system to guarantee security of the collections.
- moved and coordinated the movement of artworks within Museum facilities, including permanent collection display, to/from donors and lenders, working with other registrars, curators, conservators, photographers, and technicians on staff and people working for third parties to oversee the daily activity of collections and storage spaces.
- monitored and maintained location updates on the computer database.
- monitored and maintained the general order, cleanliness, safety, and security of relevant galleries and art.
- assisted in the controlling and monitoring of access in/out of art storage areas.
- collaborated with the Director of Registration and Collections Management and other staff regarding art storage, both in-house and off-site, including future needs and planning.

- worked collaboratively with Museum staff, including curators, conservators, technicians; also, and with vendors and agents providing art handling services for coordinating, scheduling, and monitoring the safe and legal movement of artwork.
- assisted by making shipping arrangements for incoming and outgoing objects, including coordination of packing, creating, and couriering of objects, and reviewing condition reports with or without conservators.
- maintained aspects of the department calendar and assisted in scheduling for technical assistance, meetings, and appointments.
- acted as an art courier for the Museums' outgoing or incoming loans.

Assistant Registrar, July'13 – July'22

Fine Arts Museums of San Francisco Registration office, Golden Gate Park, 50 Hagiwara Tea Garden Drive, San Francisco, CA 94118

- assisted with the daily registration duties such as handling of artwork, measuring, marking, or labeling artworks
- assisted with collection accessioning, provided and filed all legal documentation
- maintained art storage, tracked locations of objects, record location changes
- coordinated traveling exhibitions, loans, correspondence with lenders, and shipping companies
- coordinated incoming loans, generated receipts and maintained current files, coordinated treatment and condition reports with conservators
- assist with art documentation, print objects labels and tags.
- reported on, document or coordinated installs/ de-installs, gallery change-outs, and dispersal of art objects, conduct inventories
- worked closely with museum technicians on a variety of tasks related to the collection's storage, art objects' movements, and rehousing
- coordinated and scheduled safe packing, shipping, and handling of artwork to and from borrowers
- maintained insurance coverage
- some knowledge of coordinating the budget, maintaining related billing, and other financial documentation
- some knowledge of loan contracts
- purchased and maintained inventory of collection storage, supplies

Donor Services Assistant, July'11 – June'13

Fine Arts Museums of San Francisco Development office Golden Gate Park, 50 Hagiwara Tea Garden Drive, San Francisco, CA 94118

Data Services Assistant, Feb'06 – July'11

Fine Arts Museums of San Francisco Membership office, Golden Gate Park, 50 Hagiwara Tea Garden Drive, San Francisco, CA 94118

Membership Sales Assistant, Sep'05 – Feb'06

Fine Arts Museums of San Francisco Membership office, Golden Gate Park, 50 Hagiwara Tea Garden Drive, San Francisco, CA 94118

Education

BA and MA degree studies in the Faculty of History with a specialization in Art, 1990-1996.
Vytautas Magnus University, Lithuania.
BA degree studies in piano, 1986-1990.
J. Gruodis Musical Academy, Lithuania.

Other organizations and activities:

Member of ARCS, AAM; Member of ICOM (semi-active)
In the past: President of Homeowners Association, Feb'09 – Dec'10, Garden of State Street,
Member of Burlingame Mothers Club – Super Volunteer
Art Critic's Union of Lithuania, Union of Museums in Lithuania.

Special skills:

Can speak fluently Lithuanian, English, and Russian. Have some knowledge of Polish and Spanish.
Computer experience: Microsoft Word, TMS, 4D, Excel, Windows XP, Access, Outlook Express,

Internet, Photoshop, Adobe Illustrator, Database, Raiser's Edge, and some knowledge of EmbARK. *Administrative experience:* Handled multiple phone lines, routing calls and managing office activities, inputting information in the database, creating new folders, correspondence and proofreading skills, dispersing incoming/outgoing mail, tracking inventory, and knowledge of all office machines

