

PROFILE

Fine art collections, exhibitions, and project management professional with a B.A. in Art History and 14+ years of experience across museums, galleries, private collections, and institutional art programs. Strong background in sales, account management, logistics, contract and insurance coordination, archival research, and database deployment within high-touch environments. Brings a keen eye, current museum standards, and a mindful approach to collection stewardship.

COMPETENCIES

CLIENT SERVICE | SALES | ACCOUNT MANAGEMENT | PROJECT LEADERSHIP | BESPOKE COLLECTIONS MANAGEMENT
BUSINESS DEVELOPMENT | ARCHIVAL RESEARCH | DIGITIZATION | DATABASE ADMINISTRATION | PREVENTIVE PRESERVATION

PROFESSIONAL EXPERIENCE

Independent Collections Consultant | Contract & Project-Based Work | Dallas and New York | 2021–Present

Provides project-based collections management, registration, and logistics support for private collections, fine art service firms, and exhibition environments. Leads inventories, condition reporting, database cleanup, collection surveys, installation planning, movement tracking, and storage coordination. Works closely with clients and project partners to keep records accurate, projects moving, and collections well cared for.

Regional Art Coordinator | JLL for the Capital One Art Program | Dallas | 2023–2024

Supported collection documentation, exhibition rotations, and art program operations for a 7,500-work corporate collection in the Midwest, South, and West regions. Maintained inventory records across offices and storage facilities; coordinated installations, object movement, and placement during capital projects and workplace updates. Created educational materials, art tours, and associate-facing programming that helped connect employees with the collection.

Business & Project Development | Artemis Fine Art Services | Dallas | 2019–2020

Authored proposals and bid responses for institutional and private collections management contracts. Developed stewardship plans, documentation programs, project budgets, collection management strategies, and emergency response protocols. Served as project lead for inventory, installation, preservation, and collections maintenance work.

Registrar | Castelli Gallery | New York | 2017–2018

Managed collection logistics across two gallery locations, off-site storage facilities, and private residences. Conducted archival research and reconciled physical and digital object records. Oversaw ArtBase implementation and improved inventory workflows supporting gallery operations, exhibitions, and collection access.

Registrar | R.O. Perelman Collection / MAF | New York | 2016–2017

Managed logistics, documentation, and care for a major post-war and contemporary private collection across residential, commercial, and outdoor installations. Coordinated domestic and international shipments, condition reporting, conservation needs, insurance schedules, and Artsystems database migration. Supported collection oversight through accurate records, cross-property inventory control, and close attention to placement, presentation, and long-term care.

Registrar | Lehmann Maupin | New York | 2015–2016

Drafted and executed loan, consignment, and donation agreements on behalf of the gallery's roster of forty international contemporary artists. Managed studio, gallery, and client packing, shipping, installation, and movement documentation. Coordinated inbound and outbound logistics for gallery inventory, external exhibitions, and other consignment transactions for multiple gallery locations.

Project Manager | Crozier Fine Arts | New York | 2014–2015

Managed transport, storage, installation, conservation coordination, budgets, and client inventories for traveling exhibitions and private collections. Coordinated air and sea freight in compliance with U.S. Customs, TSA, and international shipping requirements. Supported clients on-site while building a working network of vendors, galleries, and museums.