

# Rachel Stipe

## **Fine Art Professional**

San Diego, CA 92116

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+1 626 632 3123

Well-qualified with high degree of self-motivation initiative, multi-task orientation and time management abilities. Personable and determined with ability to manage and exceed expectations. Delivery of first class service in all that I do.

Authorized to work in the US for any employer

## Work Experience

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### **Delivery Support**

RH - San Diego, CA

May 2022 to Present

- Provide support to our distribution centers, delivery providers.
- Address and resolve escalated customer service issues in a timely and thorough manner.
- Think creatively and make critical decisions independently in the moment.
- Strong communication skills (verbal, written and listening) to effectively collaborate with delivery team, internal partners, and customers.

### **Digital Customer Experience Associate**

RH - San Diego, CA

June 2020 to Present

- Responsible for delivering exceptional service to customers while creating a luxury experience.
- Provide support and remove obstacles.
- Excellent verbal and written communication skills.
- Proficient with Mac OS, IOS devices, Microsoft Office, Salesforce and Google Applications.

### **Freelance Fine Art Preparator**

Los Angeles - San Diego, CA

April 2011 to Present

- Install various fine art works for private collectors homes and offices.
- Pack and prepare various art works for shipping and storage.
- Offer advice on placement and framing techniques.

### **Gallery Support Associate**

RH - La Jolla, CA

September 2017 to June 2020

- Coordinate all shipping and receiving.
- Execute and supervise all installations and gallery operations.
- Assist visual curators with daily visual walk-throughs.
- Travel for opening of new galleries and client installations.
- Achieved the RH employee award November 2017, July 2018 and October 2019.

## **Art handler and shipping coordinator**

Gemini G.E.L. - Los Angeles, CA

April 2011 to January 2017

- Manage all domestic and international shipments and consignments.
- Coordinate all collections for fine art framing, conservation, and photography.
- Pack and prepare prints and sculptures for long term / short term travel and storage.
- Maintain accurate records of current consignments, artist proofs, and sales.
- Assist manager with curating fine art prints and artist signings.
- Coordinate with art handlers crating, shipping, and fine art shuttles.

## **Art Handler**

LA Packing Crating & Transport - Los Angeles, CA

January 2008 to April 2011

- Recognized for having excellent client relations as well as being able to work fast and efficiently
- Responsible for locating and installing art for client viewings and photography.
- Successfully completed TSA training and certified powered industrial truck operator.
- Packed and prepared various fine artifacts for shipping and storage.

## **Gallery Assistant**

Shaheen Modern and Contemporary - Cleveland, OH

April 2005 to November 2007

- Worked with director to promote up and coming events.
- Responsible for maintaining gallery collection and gallery appearance.
- Maintained mailing lists and client database.
- Packed and prepared art work for long term storage

## Education

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### **BFA**

Kent State University at Kent

## Skills

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- Shipping And Receiving (10+ years)
- Art Handling (10+ years)
- Registrar (8 years)
- Filemaker Pro (5 years)
- Art Systems (2 years)
- Microsoft office (10+ years)
- Customer Service
- Data Entry
- Customer Support
- Salesforce (4 years)
- Travel Coordination (2 years)

- UPS (7 years)
- Fedex Software (7 years)
- Luxury Sales (2 years)
- Mac OS
- iOS
- Microsoft Windows
- Android

## Certifications and Licenses

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### **Forklift Certified**

January 2008 to April 2011

Used order pickers and forklifts daily for 3 years.

### **TSA Certified**

January 2008 to April 2011