

CHANG SHEN TAN

Contact Details

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WORK EXPERIENCE

Studio Bosco Sodi | Brooklyn NY — *Studio Manager / Project Manager*

Feb 2022 - Present

Transporting, art handling, and numerous studio tasks. Hiring and overseeing interns and assistants. Professional Art documentation and photo editing. Managing artist's art inventory, consignments, CV and portfolio. Managing Studio Expenses, invoices, and tax preparation. Coordinating with galleries, museums, private clients for exhibitions, sales, and deliveries. Temporary project manager for artist's construction projects in Monticello NY.

Studio Bosco Sodi | Brooklyn NY — *PT Woodshop Assistant*

July 2021 - Feb 2022

Fabricating Crates and Stretchers. Art Handling artists work nationally.

Crozier Fine Arts | Long Island City NY — *Logistic Supervisor*

Nov 2019 - Jan 2021

Managing labor workers and art delivery nationally.

Tobi Kahn Studio | Long Island City NY — *PT Artist Assistant*

Sept 2017 - Dec 2019

Art handling and fabricating mock-ups and wooden sculptures

Crozier Fine Arts | Long Island City NY — *Art Handling Specialist & Driver*

June 2018 - Nov 2019

Driving and delivering art locally. Inspecting, packing, rolling, stretching, crating, and installing art decor.

Primary Arts Services | Long Island City NY — *Art Handler & Driver*

July 2017 - May 2018

Driving and delivering art locally. Inspecting, packing, rolling, stretching, crating, and installing art decor.

EDUCATION

School of Visual Arts | New York NY — *MFA, Fine Arts Program*

Class of 2017

Messiah University, Mechanicsburg PA — *BFA, Studio Arts Major & Art History Minor*

Class of 2015

Temple University, Philadelphia PA — *BFA, Enhancement Semester*

Fall 2014

SKILLS

ArtButler

SketchUp

Adobe Creative Suite

Microsoft Office

Wix / Squarespace

Photography

Woodworking

Ceramics

Painting

Labor Supervisor

QuickBooks

Inventory Management

Condition Reports

5 years of Art Handling experience
working with Galleries, Museums, Private
collectors, and Auction Houses

LANGUAGES

Native in speaking and writing English

Limited Working proficiency in speaking
Mandarin and
Cantonese