

Michael Summers



Experienced administrative and operations director, executive and special assistant, and project and events manager for high-visibility organizations and individuals.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Host; Tasting Room Attendant; Trainer

Cooper's Hawk Winery & Restaurants

2022 to Present

Serve as a lead host, training room attendant, and new-hire trainer. Deliver excellent customer service and problem-solving to ensure positive guest experiences. Promoted twice based on performance, reliability and guest and management feedback.

Family Caretaker Leave

Personal

2018 to 2022

Served as the primary caretaker for family members' health and life issues prior to and during the COVID pandemic.

Executive and special assistant; project manager; contract, consulting, pro bono roles

High-visibility organizations and individuals

2012 to 2018

Upon relocating to help care for terminally ill mother, responsible for public-facing and confidential executive and special assistant and project management support for high-visibility organizations and individuals including direct support to Mr. George Lucas and Ms. Mellody Hobson (Chicago, San Anselmo), as a trustee for the Hoboken Historical Museum (Hoboken), senior consultant for MSW Consults (London), participating member of the Broadway Drama Desk (New York), SapientNitro (Chicago), and for festivals, concerts and events (Chicago).

Chairperson, NYU Administrative Management Council; University Senator (University-wide)

New York University - New York, NY

2008 to 2012

Elected to represent professional administrator colleagues and global initiatives, events, networking and development, and communications efforts as a Council Chairperson and on the executive committee of the University Senate. Represented colleagues as a delegate to senior leadership and NYU Board of Trustees conferences and events in Abu Dhabi and New York, interacting with global dignitaries, celebrities, and academic and business leaders.

Director; Executive and Special Assistant (Faculty of Arts and Science)

New York University - New York, NY

2002 to 2012

Accountable for comprehensive portfolio of academic units' domestic and global administrative (i.e., procurement of assets and expendables, talent on-boarding and off-boarding), financial (i.e., annual budgeting, financial forecasting and planning, operating and grants expense reporting), and operational (i.e., facilities management, space planning, registration, course offerings management) business functions for New York, London, Prague, Florence, Havana, Abu Dhabi, and Johannesburg portals. Responsible for providing support to senior leadership.

Envisioned and implemented streamlined processes and services to continually increase efficiency, reduce overhead costs, and improve outcomes during historic increases in organization ranking, growth, and demand.

Recognized by colleagues and senior leadership (from a pool of 3,700+ potential recipients) for operational excellence and exceptional service, impact, communication, integrity, leadership, innovation, inclusivity, and community service with the NYU Distinguished Administrator and the NYU Arts and Science Excellence awards.

Executive Assistant (Equity Research)

Morgan Stanley - New York, NY

2002 to 2002

Responsible for providing executive level administrative support directly to the managing director and analyst team. Utilized the opportunity to further hone my corporate and research skills during an earned-time hiatus.

Associate Director; Executive and Special Assistant (Tisch School of the Arts)

New York University - New York, NY

1998 to 2002

Accountable for comprehensive portfolio of academic units' domestic and global administrative (i.e., procurement of assets and expendables, talent on-boarding and off-boarding), financial (i.e., annual budgeting, financial forecasting and planning, operating expense reporting), and operational (i.e., facilities management, space planning, registration, course offerings management) business functions for New York, London, Prague, Florence, Havana, and Johannesburg portals. Responsible for providing support to senior leadership.

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Executive and Special Assistant to the President

Margeotes / Fertitta + Partners LLC - New York, NY

1996 to 1998

Responsible for comprehensive portfolio of executive and special assistant support directly to the president and senior officers. Implemented streamlined processes and services to continually increase efficiency and manage officers' schedules to boost new business opportunities and strengthen client, industry, and internal relationships.

Executive and Special Assistant; Coordinator

The Rosie O'Donnell Show - New York, NY

1996 to 1996

Responsible for comprehensive portfolio of administrative, production, communications, and personal support directly to Ms. O'Donnell, the executive producer, and the senior production team. Recruited directly by the executive producer for pre-production and on-air launch based on my reputation and prior job performance.

Special Assistant; Intern

Late Show With David Letterman - New York, NY

1995 to 1996

Responsible for comprehensive portfolio of production and personal support directly to Mr. Letterman, the senior production team, and celebrity guests (hired in newly created staff role based on internship performance).

Education

Master of Arts in Higher Education Administration

New York University

Master of Public Administration in Public Policy and Finance

New York University

Bachelor of Arts in Sociology

University of Illinois Urbana - Urbana-Champaign, IL

Skills

- Events Management
- Budgeting

Links

