

Michelle Peters

"Because winging it isn't an option..."



• Email: LetMichelleDoIt@gmail.com • URL: <http://www.LetMichelleDoItNYC.com>

Profile

Seasoned project troubleshooter, specializing in the music and personal service industries. Provides exceptional customer service and consistently exceeds client expectations. Understands the big picture and gets the job done while meeting crucial deadlines and budget limitations—all with a sense of humor.

MUSIC INDUSTRY CONSULTANT/ASST TOUR MANAGER/TOUR MANAGER/PRODUCTION ASST **1986 - Present**

Titanium Records, Atlantic Records, Fans Rule, Neil Sedaka, XMRadio REPLAY AMERICA Tour, Etc. New York, NY

- Serve in variety of key roles for musicians, including all touring & travel needs, A&R Manager & Consultant, video producer, talent coordinator, media operations & PR arrangements, project management, marketing, merchandising, record releases, wrangler, gatekeeper, VIP ticketing and "Meet and Greet" coordinator for Top 40 artists, heavy metal acts, Rockabilly and others

PRODUCER/OWNER **2007 - Present**

Snacks n Subways Productions New York, NY

The Second Day (Award-winning documentary film; world premier at The Tribeca Film Festival 2011 Family Festival)

- Oversee & Review all distribution agreements for television, educational, online and museum purposes
- Launched and maintain campaign, social media and cross-organization support platforms

Resilience for Veterans (Award-winning short film trilogy)

- Orchestrate and supervise Public Service Announcements for veterans' organizations, public schools, and universities
- Manage all worldwide media (over 100 interviews), arranged schedules, clips, stills

PROFESSIONAL ORGANIZER/RELOCATIONS SPECIALIST/PROJECT MANAGER & CLOSER **2003 – Present**

Let Michelle Do It! (Owner); Cross It Off Your List, LLC (Lifestyle Management Consultant) New York, NY

- Manage all aspects of complex projects, large and small
- Provide personal assistance support to high-level executives and top-tier celebrities
- Evaluate and complete clients' personal Wish Lists or Goals Lists, using personal resources to research and identify cost-effective items and services
- Liaise with all consultants, estates, appropriate personnel and facilitate meetings, conferences, arrange all travel, including visas, for clients & their families
- Coordinate re-locations of homes and offices: movers, estimates, necessary legal documents, utility transfers, contractors, cleaners, pre- and post- move-in construction as well oversee and lay out time lines for sites to fulfill Architects & Interior Designers wishes
- Arrange private transportation: air, car, helicopter and boat service

CONCIERGE **2011-2013**

L'Oreal USA New York, NY

- Furnished personal assistant support on- and off-site to executives and staff at New York City Corporate Headquarters
- Created, procured and negotiated partnerships with vendors and companies for discounts for VIPs and employees

CONTRIBUTOR/ON-AIR TALENT **1987-2005**

Hit Parader Magazine New York, NY

- Co-Host of TV series & Correspondent, Heavy Metal Meltdown. Contributing Editor & Featured Columnist

ACTRESS / MODEL **1980 – Present**

- **Representation:** Hartig Helipo, IFM, Wm Morris, Abrams Artists, Hart, FORD, Wilhelmina, Elite
- Film, TV, stage, voice-over, spokesperson, on-camera host, writer for stand- up comedians, and television; print, commercial and promotional model

VOLUNTEER WORK **1997 – Present**

- **FDNY:** Coordinator for fundraisers on various events; including The Burn Center, Fire Safety Education, sporting events, Elsasser fund. Also arrange to meet a variety of needs directly with burn victims as well as the firefighters & the Department post-911 **Safe Horizon:** Raised funds, purchased and coordinated getting school supplies and backpacks to kids in need. **NY Cares:** Coordinated yearly holiday wishes letters fulfilled for kids in shelters and community centers.
- **Guitar Center:** 2012-2013 exchanged time to gain merchandise and at-cost musical instruments for low-income kids and music school in NYC.