

## **MICHAEL D. BROWN**

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Montclair, New Jersey 07042

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### **EDUCATION**

#### **Stanford University**

B.A. received in June 2007

Major: Sociology with a concentration in Social Psychology and Social Processes.

### **PROFESSIONAL EXPERIENCE AND TRAINING**

#### ***BUSINESS EXPERIENCE:***

##### **AmTrust Realty Corporation Jr. Administrative Assistant**

**June 2011 – September 2011(Temporary)  
New York, NY**

- Assisted the Building Manager with daily operations of 59 Maiden Lane property.
- Reviewed and inputted company and building tenant invoices into MRI Real Estate Solutions accounting software.
- Professionally handled and routed all tenant calls.
- Tracked and maintained building maintenance reports.
- Contacted vendors to schedule maintenance and repairs.

##### **Tatum & Associates, LLC Research Assistant**

**March 2011 – May 2011(Contract)  
East Orange, NJ and New York, NY**

- Accompanied President of Tatum & Associates to meetings and interviews for Harlem Community Development Corporation's program evaluation.
- Coordinated interviews with Harlem business and community leaders, Harlem CDC senior staff, and Harlem Community Development Corporation Board of Directors.
- Recorded detailed interview summaries in preparation for the project's program recommendations report.
- Researched prospective funding sources as part of the Harlem Community Development Cooperation's program evaluation.
- Wrote the findings and conclusion section of the Harlem Community Development Cooperation's program evaluation.
- Provided project research support.

##### **Reed-Brown Consulting Group Associate Consultant Intern**

**June 2007 – Present (Contract)  
Montclair, NJ**

- Created on-line surveys and evaluated results for a public utility client, a not-for-profit organization, and a religious institution.
- Wrote clear, detailed notes of Customer Advisory Panel meetings.
- Prepared recommendations from Customer Advisory Panel meetings with United Water.
- Contributed research and material to article on strategic alliances.
- Provide continued project research support.

**Black Enterprise Magazine**  
**Corporate Events Intern**

**June 2004 – September 2004**  
**New York, NY and Doral, FL**

- Worked with corporate clients and vendors to coordinate and designed the Exposition Hall at the Annual Black Enterprise Golf and Tennis Challenge in Miami, FL.
- Evaluated event budgets and provided product recommendations.
- Researched promotional products to be used during events.
- Provided support for Black Enterprise Unlimited Managers.
- Handled calls from clients and tournament registrants.
- Professionally provided customer service support in call center during Annual Black Enterprise/Pepsi Golf and Tennis Challenge event.
- Researched new venues for the Black Enterprise Entrepreneurs Conference.

#### **COMMUNICATION AND LEADERSHIP TRAINING:**

**Montclair Board of Education**  
**Substitute Teacher**

**January 2008 – Present**  
**Montclair, NJ**

- Lead and managed student activities.
- Administered and proctored standardized tests including: Advanced Placement Testing, SAT Testing, and High School Proficiency Assessment Testing.

**Stanford Haas Center for Public Service**  
**Intern**

**June 2005 – September 2005**  
**June 2006 – September 2006**  
**Montclair, NJ**

- Initiated the design of an educational brochure to increase students' knowledge of the college admissions process.
- Delivered Pre-Calculus and Life Science curriculum to students participating in the Summer Academy Program for Gifted and Talented students.
- Provided clerical support to the Guidance Office, Special Education Office, and Main Office.

#### **HONORS AND COMMUNITY INVOLVEMENT:**

- Eagle Scout
- American Red Cross Call Center Volunteer