

MICHAEL RICHARDS

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Professional Summary

Encouraging manager and analytical problem-solver with talents for team building, leading, and motivating, as well as excellent customer relations aptitude and relationship-building skills. Proficient in using independent decision-making skills and sound judgment to positively impact company success. Dedicated to applying training, monitoring, and morale-building abilities to enhance employee engagement and boost performance.

Accomplishments

- Obtained the rank of Eagle Scout in the Boy Scouts of America.
- Presented the President's Award in Leadership from the Boy Scouts of America.
- Volunteer with the Boy Scouts of America as an IT Project Manager working on projects to increase technology capabilities.

Skills

- Strong Attention to Detail
- Productivity and Time Management
- Proficient in Microsoft Office
- Organizational Skills
- Project planning and development
- Advanced problem solving

Work History

National Project Manager	Nov 2019 - Current
Order Of The Arrow BSA	
<ul style="list-style-type: none">• Updated operational methods, oversaw accounting procedures, tracked information, and compiled data to improve efficiency.• Delegated daily tasks to over 6 volunteers to provide development opportunities.• Oversaw high profile projects by planning, designing, and scheduling phases.• Supervised site investigations, reported issues, and escalated those that required further assistance.	
Region Technology Lead	May 2016 - Dec 2019
Order Of The Arrow BSA	

- Collaborated with region committee to monitor and adjust region-wide technology utilization, modifying infrastructure to meet business goals.
- Offered technical leadership to junior personnel and other team leaders, providing expertise on website and database administration.
- Designed documentation protocols and standard operating practices to unify technology management efforts across Western Region.

Warehouse Worker

May 2018 - Aug 2018

Woods Coffee

Lynden, WA

- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.
- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.
- Consistently lifted materials weighing as much as 50 pounds.

IQF Worker

Jun 2017 - Aug 2017

Curt Maberry Farm

Lynden, WA

- Loaded, unloaded, and moved material to and from storage and production areas.
- Adhered to company policies, safety procedures and performance standards.
- Operated pallet jacks and material moving equipment to receive and transport items from various warehouse locations.

Education

Bachelor of Arts: Business Administration - Information Systems

Expected in Jun 2023

University of Washington

Seattle, WA

- Dean's List *All Quarters*

Some College (No Degree): Business

Whatcom Community College

Bellingham, WA

- Member of Phi Theta Kappa
- Dean's List *All Quarters*

High School Diploma

Jun 2020

Lynden High School

Lynden, WA

- Member of Future Business Leaders of America
- Dean's List *All Semesters*