

# Michael (Mac) Richards

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## SUMMARY

- Motivated to create a positive impact through domestic and international diplomacy and mediation.
- Calm and focused in stressful situations offering multiple perspectives to solve problems.
- Detailed oriented and driven to overcome challenges.
- Strong research, writing and presentation skills.
- Google Docs, Microsoft Office (Excel, Word, PowerPoint, Outlook), IT Systems (intermediate).

## EDUCATION

**University of Washington, Seattle, WA**

**Bachelor of Arts – Political Science**, Expected March 2023

- Major GPA, 3.55/4.0; overall GPA, 3.56/4.0.
- Course Highlights – Business Law, Constitutional Law, International Human Rights Law, International Relations, and U.S. Courts.

## EXPERIENCE

**Learning Spaces IT Student Assistant**, October 2021 – Present

Foster School of Business IT, University of Washington

- Responded to 8 queries a day on phone, via email, or through IT ticketing system.
- Set up and maintained video matrix servers and other IT infrastructure.
- Worked with faculty and staff to resolve network issues.

**National Key Volunteer**, January 2019 – Present

Order of the Arrow, Boy Scouts of America

- Updated operations methods, oversaw accounting procedures, and tracked information.
- 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.

## HONORS & AWARDS

Dean's List, University of Washington, 4 consecutive quarters

Eagle Scout, Boy Scouts of America, December 2018

Vigil Honor, Order of the Arrow, June 2018

President's Award in Leadership, Mount Baker Council, October 2017

## AFFILIATIONS & ACTIVITIES

Phi Alpha Delta, April 2022 – Present

American Bar Association (student member), April 2022 – Present

Order of the Arrow, March 2014 – Present

Boy Scouts of America, September 2007 – Present