

MICHAEL RICHARDS

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Professional Summary

Motivated student with formal knowledge gained through excellent classroom performance. Offers excellent communication and organizational abilities along with skill in MS Office and fluency in virtual work. Known for accomplishing objectives and best-in-class time management.

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

- Data Entry and Database Skills
- Strong Attention to Detail
- Productivity and Time Management
- Proficient in Microsoft Office
- Problem Solving
- Organizational Skills

Work History

Learning Spaces IT Student Assistant, 10/2021 to Current

University of Washington, Foster School of Business IT – Seattle, WA

- Responded to queries 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.

Warehouse Worker, 05/2018 to 08/2018

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

Education

Bachelor of Arts: Political Science, Expected in 06/2023

University of Washington - Seattle, WA

- Minor in Business Administration
- 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: 06/2020

Lynden High School - Lynden, WA

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

Affiliations

- Boy Scouts of America
- Order of the Arrow