

MICHAEL “MAC” RICHARDS

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EDUCATION

American University Washington College of Law, Washington, D.C. May 2027
Juris Doctor Candidate

Journal: Business Law Review, *Junior Staffer*

Activities: Human Rights Brief, *Senior Columns Editor* | War Crimes Research Office, *Blog Writer* |
Lawyering Peace Program

Study Abroad: T.M.C. Asser Institute, The Hague, NL, June 2025

University of Washington, Seattle, WA March 2023

Bachelor of Arts in Political Science | Minor: Law, Societies, and Justice | GPA 3.61

Honors: Dean's List

Activities: Phi Alpha Delta, *Social Committee Member*

EXPERIENCE

Suttell & Hammer, Bellevue, WA

Legal Assistant October 2023 – July 2024

- Prepared motions to amend, judgment renewals, and judgment domestications.
- Conducted legal research and utilized JST Collect Max for case management.
- Entered judgment data and e-filed motions with the court.
- Coordinated with courts to maintain a hearing calendar.

University of Washington, Seattle, WA

IT Assistant October 2021 – March 2023

- Responded to eight queries a day on the phone, via email, or through an IT ticketing system.
- Set up and maintained video matrix servers and other IT infrastructure.
- Resolved network issues alongside faculty and staff.

Scouting America, Remote

National Key Volunteer January 2019 – December 2024

- Oversaw, planned, led, and developed high-profile projects as directed by the National Committee.
- Followed and maintained operational methods, accounting procedures, and tracked information.
- Delegated daily tasks to over six volunteers to provide development opportunities.
- Supervised site investigations, reported issues, and escalated those that required further assistance.

HONORS & AWARDS

Distinguished Service Award (July 2024): Awarded to Order of the Arrow members who have rendered distinguished and outstanding service to the order on a sectional, regional, or national basis.

Eagle Scout (December 2018): Awarded to Scouting America scouts who complete all specified requirements and are approved by a board of review.

Vigil Honor (June 2018): Awarded to Order of the Arrow members who have demonstrated exceptional service, personal effort, unselfish interest, and have made distinguished contributions beyond the immediate responsibilities of their position of office.

ADDITIONAL INFORMATION

Language Skills: Spanish (Beginner) | French (Beginner)

Interests: Consumer electronics | Hiking | Cooking | Reading fantasy and Sci-Fi books