

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.

Skills

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

Professional Experience

Learning Spaces IT Student Assistant, Oct 2021 – Present

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, 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

Volunteer Work

National Project Manager, Nov 2019 – Present

Order of the Arrow, Boy Scouts of America

- 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.

Regional Technology Lead, May 2016 – Dec 2019

Order of the Arrow, Boy Scouts of America

- 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 effects across the Western Region.

Education & Certifications

Bachelor of Arts: Political Science, Expected in Jun 2023

University of Washington - Seattle, WA

- Minor in Business Administration
- GPA: 3.83

Affiliations

- Boy Scouts of America
- Order of the Arrow