**Michael K. Scott**

myname@fauxmail.edu ● Athens, GA 30602 ● (706) 555-1234 ● www.linkedin.com/in/my\_profile

# EDUCATION

***Bachelor of Arts in Political Science,*** School of Public & International Affairs Athens, GA

***Bachelor of Arts in Russian,*** Franklin College of Arts & Sciences May 2020

**GPA:** 3.79/4.00

**Certificate in Personal and Organizational Leadership** August 2018 - Present

* Participant in highly selective, individualized 3-year leadership development program including academic courses, personal assessments, externships, team building, and community service

**Study Abroad: Oxford University, Oxford, England** May 2018 - June 2018

* Earned 6 credit hours while experiencing European culture

# INTERNSHIP EXPERIENCE

**Benton, Getchell & Grayson, LLC:** *Law Intern,* Athens, GA August 2019 - Present

* Contribute to day-to-day operations of workers’ compensation and general liability law firm representing employers and insurers
* Draft motions and briefs for numerous cases and participate in depositions, mediations, and trial preparation
* Maintain updated correspondence with clients, opposing counsel, and physicians regarding case information

**The Population Institute:** *Intern,* Washington, D.C. June 2017 - August 2017

* Conceptualized, created, and negotiated student scholarship program that served 15 students per year
* Managed relations for World Population Day Symposium with international press, NGOs, and government employees
* Successfully wrote 4 grant proposals and worked to improve the effectiveness of direct mailing fundraising
* Advocated with Congress and NGOs for issue awareness in legislative decisions

# LEADERSHIP EXPERIENCE

**UGA Department of University Housing:** *Resident Assistant,* Athens, GA August 2018 - Present

* Design, implement, and evaluate educational programs for up to 100 participants, including an Effective Leadership workshop series
* Extensively utilize communication and counseling skills to supervise 65 men in a residence hall setting
* Quickly respond to various crises in a building of 800 residents
* Explain, interpret, and enforce university housing policies such as substance infractions and noise complaints
* Compile an annual facility inventory and year-end report to present to the Housing Executive Board

**YMCA Camp Harbor:** *Leadership Counselors Program, Head Counselor,* Gainesville, GA May 2016 - July 2016

* Maintained order in daily activities involving 300+ campers
* Selected by supervisor to interview, hire, and train 36 counselors
* Developed an innovative leadership training curriculum for new staff onboarding
* Taught leadership lessons to groups of 5-15 campers, ages 7-10
* Managed cabin of 11 campers 24 hours per day, 5 days per week
* Designed detailed and comprehensive camp logistical schedule for all children and staff

# OTHER WORK EXPERIENCE

**UGA Career Center:** Career Development Intern, Athens, GA September 2017 - Present

**Russell Hall**: Desk Assistant, Athens, GA August 2017 - May 2018

**JCPenny**: Sales Associate, Alpharetta, GA May 2016 - August 2016

# HONORS & AWARDS

HOPE Scholarship Recipient (Fall 2016 - Present) Dean’s List (5 semesters)

Governor’s Scholarship (Fall 2016 - Spring 2017) UGA Rotary Top 12 Award Winner (Spring 2017)