

Michael Scott

328 Scott North Hall
Farmington, Maine 04938

mscott123@maine.edu
(207) 555-2287

EDUCATION

University of Maine at Farmington, Farmington, Maine
B.A., Political Science, expected May 2019

Mount Blue High School, Farmington, Maine
High School Diploma, June 2015

- GPA: 3.8; High Honors

EXPERIENCE

Office Assistant, June – August 2015

Upward Bound Summer Program, Farmington, Maine

- Organized and filed paperwork according to office filing system
- Assisted office visitors by answering telephone and taking messages, addressing questions and concerns, and providing general assistance
- Maintained a neat and orderly work environment

Animal Care Volunteer, August 2013 – June 2015

Franklin County Animal Shelter, Farmington, Maine

- Assisted customers interested in adopting pets and supervised visits between shelter pets and customers
- Cared for shelter pets by providing food and water, regular exercise, grooming, and attention
- Worked with staff and other volunteers to keep building clean and organized

LEADERSHIP AND ACTIVITIES

Upward Bound Summer Program, University of Maine at Farmington, Summers 2013 – 2015

Student Council, Mount Blue High School, August 2013 – June 2015

- Vice President, January – June 2015

Theatre Club, Mount Blue High School, August 2012 – June 2015

HONORS AND AWARDS

Academic Excellence in Science Award, Mount Blue High School, June 2015

“Best Supporting Actor,” Mount Blue High School Theatre Club, April 2014

SKILLS

- Advanced proficiency with Adobe Photoshop and WordPress
- Fluency in Spanish