

K. Michael Richards
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EDUCATION

Stony Brook University
Stony Brook, NY
M.S. in Human Resource Management
Expected Completion: Spring 2016

University of Wyoming
Laramie, WY
B.A. in Political Science

SKILLS

- Intermediate research & writing skills
- Great written & verbal communication skills
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Competence advising in various areas
- Familiarity working with HIPAA & FERPA
- Experience with adhering to various federal laws

EXPERIENCE

WIS International **Westminster, CO**

Area Recruiter Trainer, August 2014 – Present

- Plan, initiate & implement recruitment along with training objectives
- Provide classroom instruction & on-the-job training for new associates
- Prepare all new-hire packets for employees & complete other onboarding activities
- Use Applicant Tracking Software (ATS) to source for initial pool of candidates to interview

South Dakota State University **Brookings, SD**

Financial Aid Counselor, January 2014 – April 2014

- Disseminated general & detailed college financing options to students
- Assigned budget codes to enrolled students based on individual cost of attendance
- Processed student withdrawals & calculated the proper return (R2T4) of financial aid funds
- Created revised award letters for students who had adjustments to their financial award packages

MJB Acquisition/ Corinthian Colleges Inc./ WyoTech **Laramie, WY**

Admissions Representative, September 2013 – December 2013

- Counseled students regarding school programs, policies, procedures & services
- Communicated with students, school administrators, guidance counselors in the college planning process
- Provided admissions & financial aid info in person, by telephone, & electronically to prospective students

Goodwill Industries of Wyoming **Cheyenne, WY**

Direct Care Staff, May 2013 – December 2013

- Provided job coaching skills at the Goodwill store
- Transported participants to & from various facilities
- Coordinated day habilitation activities at central location
- Supervised participants in a residential rehabilitation setting

Wyoming Department of Workforce Services **Cheyenne, WY**

Disability Determination Specialist, September 2012 – February 2013

- Prepared quasi-legal documents explaining the determination of disability cases
- Consulted with medical/psychological consultant staff to assess medical evidence
- Interviewed claimants or legal reps concerning work activities, education, medical care
- Analyzed complex medical issues to assess the degree of medical dysfunction on case by case basis

Ark Regional Services **Laramie, WY**

Direct Support Staff, January 2011 – January 2013

- Supervised disabled participants & administered prescribed medications
- Transported participants to day facility & reordered participant supplies when running low
- Documented daily participant activities & plans of service with client tracking database software