**Marlin "Steven" Scott Jr**

4581 Red Arrow Hwy, Apt. 78 • Stevensville, MI 49127

**CELL PHONE** 419-610-5009

m.stevenscott1@gmail.com

**Summary Statement**

Seeking an opportunity that will allow me to utilize my interpersonal communication, critical thinking and leadership in an environment that will challenge me and allow me to grow.

**Education**

**Calvin University**

Bachelor of Arts, Political Science

­Graduation Date: May 2020

**Honors And Awards**

* Fellowship, Dr. John M. Perkins Leadership Fellows, Calvin University, 2016-2018
* Speaker at Dr. John M. Perkins Leadership Fellows Prospective Students Weekend
* Mosaic Award - awarded to students with significant cross-cultural experience
* Macedonia Scholarship - awarded to students with significant cross-cultural experience
* Edward D. and Jennie VanderBrug Memorial Scholarship - awarded to students whose life portray a commitment to life-long servant leadership

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**Experience**

**Lake Michigan College**

*Academic Programs Coordinator for Upward Bound* Benton Harbor, MI June, 2020 – Present

* Plans and coordinates academic services for students, including tutoring services, college prep, and academic advising
* Monitors and documents participants academic progress towards high school graduation
* Develops EDPs for students to work towards career and academic achievement
* Coordinates the Upward Bound Summer Academic Institute curriculum and grant requirements
* Collects, manages, and maintains academic, demographic and Upward Bound activity data for APR in accordance with U.S. Department of Education

**Calvin University**

*College Access Outreach Intern* Grand Rapids, MI September, 2019 – March, 2020

* Built strong partnerships by regularly meeting with heads of local community organizations
* Communicated regularly with the department director
* Assisted in the daily operations of the office

*Resident Assistant*  Grand Rapids, MI August, 2018 – March, 2020

* Supervised a total of 40 freshmen through seniors in an on-campus residence hall over a 2 year time-span.
* Built a strong community for students with a team of eleven resident assistants
* Interpreted and ensured compliance with college rules and regulations
* Resolved crisis situations including, but not limited to; mental health, drug paraphernalia and suicidal ideation

*College Access Programs Office Assistant*  Grand Rapids, MI August, 2017 – September, 2019

* Assisted in the daily tasks of the central office: enrollment form processing, data management, project assistance, answering phone calls, assisting visitors, assisting program leaders, etc.
* Communicated regularly with the department director and coordinators for tasks and priorities
* Reinforced in the preparation and implementation of various programs throughout the school year

*Administrative Assistant to the Entrada Scholars Program* Grand Rapids, MI June, 2019 – August, 2019

* Served on the executive leadership team
* Communicated regularly with the department director and leadership team
* Assisted in the daily operations of the program alongside the resident directors
* Provided support in managing the daily budget for program expenses

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*Entrada Scholars Program Resident Assistant*  Grand Rapids, MI June, 2018 - August 2018

* Supervised 100 high school juniors and seniors
* Assisted with development and implementation of educational activities
* Resolved crisis situations
* Knowledgeable consultant for students

**Pizza Hut**  Mansfield, Ohio February, 2015 - February, 2016

*Shift Manager*

* ­Ensured the satisfaction of guests while maintaining a clean and safe workplace
* Interviewed, trained and hired new employees, as well as reprimand when necessary
* Managed labor, sales, as well as food costs and reported to the General Manager

**Leadership And Involvement**

**Calvin University International Justice Mission**

*President*  Grand Rapids, MI June, 2017 - May, 2018

* Coordinated and oversaw the activities of the chapter and monitored the use of funds
* Served as a representative of the chapter to the college administration
* Brought in international guest speakers for the college community
* Facilitated the leadership team in meetings and the execution of programs and activities

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*Vice President*  Grand Rapids, MI January, 2017 - May, 2017

* Assisted the president in development, implementation and evaluation of the vision and goals for the chapter
* Assumed position of the president at any given time
* Facilitated educational campus events and partnered with other student organizations

­**Volunteer**

*John and Vera Mae Perkins Foundation*  Jackson, MS March, 2016 and March 2017

*­Michigan Special Olympics*  Grand Rapids, MI May, 2017

*­Young Life*  Grand Rapids, MI September, 2017 - May, 2018

**Committees**

**Calvin University**

*Committee Member, National Search Committee for Director of Sexuality Series* Grand Rapids, MI August, 2019 – December, 2019

* Participated as a member of the National Search Committee to hire for the Director of Sexuality Series
* Advised the Chair on questions to ask interviewees during the hiring process
* Reviewed and examined resumes and cover letters
* Interviewed candidates for potential hire

**International Experience**

* Europe: Bosnia, Croatia, Slovenia, Italy, England
  + - Educational Study Abroad in England; studied Shakespeare, Anne Hathaway, history of England, the royal family, and Stonehenge
    - Toured and met with members of the United States Embassy: Sarajevo
    - Studied history of the Old Town in Dubrovnik, Croatia
    - Studied correlation between World War I and Archduke Franz Ferdinand in Sarajevo
    - Studied the Bosnian War and split of Yugoslavia
* Eastern Caribbean: Grenada
  + - Children's leader for Grenada Youth Missions; participated in youth development, classroom remodel assistance, community outreach and relationship building