

UNIV201 Career Planning and Management Resume Narratives

**#2 Michael S. Lee: BS Business student; looking to begin a new career as a salesman**

Hi, I am Michael S. Lee, but I go by Mike. I am married to my best friend and we are expecting our first child. I have worked a few different jobs, like bagging groceries and working on a production line. With a child on the way, I know I need to get serious about a stable career to provide for my growing family, and earning my degree is important. My wife is very supportive of my plans and right now; she works full time.

I took the assembly job because that was what was available, but Carvel Services just opened a sales center in my town and I thought this was my chance. I have always wanted to work in sales. I know I would need some education so I can be in management one day, but right now I am just trying to get my foot in the door because I am not working at the moment. Attending school online is the best option for me because I am not sure what my work schedule will be when I get a job, plus I really love technology and I'm comfortable with learning online.

Because I am not working right now, I moved my Education section to the very top of my resume. They need to know that I am focused on my studies and learning about business.

I really struggled with stating my accomplishments in the resume because I don't have a lot of experience that matches with what I want to do. We have quotas for parts, like salespeople have quotas for sales, so I thought maybe that was a transferrable skill I could add. I also had to organize my day, so I added a line about that as well.

I've learned that the grocery bagger experience shouldn't even stay on the resume because I held the position over 10–15 years ago and the work doesn't really show what I can do. My plan is to take that off and instead list the courses I am studying at CTU that support my business knowledge and new skills. The closer I get to completing my degree, the more prepared I'll feel to get in at Carvel Services and start climbing the ladder there!

**Michael S. Lee**

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**Professional Summary**

Outgoing and dependable professional with extensive knowledge of automotive work. Strong time-management and problem-solving skills driven by a desire to exceed expectations.

**Education**

**Master of Business Administration**  
Colorado Technical University

Expected graduation 2023  
Colorado Springs, CO

**Work Experience**

**AM General HUMMER H2 Assembly Plant**  
Automotive Painter

Mishawaka, IN  
July 2000–August 2008

- Followed detailed engineering drawings and manufacturer’s recommendations, working in a team to meet quota and exceeded daily quota consistently
- Organized daily responsibilities to ensure materials were prepared and time was distributed to accomplish all tasks
- Applied paint to parts and complete vehicles
- Riveted, welded, and assembled parts and components prior to and after painting
- Repaired and applied fiberglass and other composite materials
- Prepared bare metal materials (alodine, etching, zinc, chromate, etc.)
- Applied single- and two-part top finishes and CARC (Chemical Agent Resistant Coating) paint
- Maintained spray equipment and spray booth area

**Ken’s Custom Detailing**

Full and Part-Time Painter and Shop Technician

Mishawaka, IN  
June 1996–2000

- Performed custom paint and detailing jobs
- Assisted with mixing paints, maintaining spray equipment, and cleaning the spray booth area and shop

**Kroger Foods**

Part-Time Stock Clerk and Grocery Bagger

Mishawaka, IN  
April 1994–June 1997

- Stocked shelves
- Bagged groceries