

Lee W. McClary

13359 Wyola Road
Minnetonka, MN 55305
Phone: 612.669.8887
E-Mail: leewmclary@hotmail.com

SUMMARY OF QUALIFICATIONS

I am a highly motivated and hard-working individual with an entrepreneurial spirit. I have excellent communication skills, strong leadership qualities and a result orientated character. My enthusiasm as a team player and my desire to seek out opportunities for growth and development have served me well as I work to complete tasks and solve problems. Overall, I am confident that my skill set will be a valuable asset to your team and work environment.

EDUCATION

Bachelor of Sciences in Business Administration: Metro State University Saint Paul, MN (Graduated 2012)

- Advanced skills in Microsoft Office products such as Word, Excel, PowerPoint and some skill in Access

Diploma in Architectural Technology: MCTC in Minneapolis, MN: Drafting/Design (Graduated 2008)

- Exceptional skills in drafting programs such as AutoCAD and Revit

WORK EXPERIENCE

Account Executive: Clear Channel Media: Minneapolis, MN **2012**

- Research prospects and establish leads to build radio stations client relationships
- Manage every day needs and maintained continuous working relationship with current accounts
- Work closely with all departments of media group to meet needs of clients (i.e.: traffic, digital media)
- Learned to be a self-starter and work effectively on independent projects as well as team projects

Sales Associate: Recreational Equipment Inc.: Bloomington, MN **2009 – Current**

- Assist customers on a daily basis to match customer need to product purchase
- Coordinate rental department logistics and advise customers on rental products
- Cross- trained to work in multiple departments and six product categories

CAD Tech: Pope Associates: St. Paul, MN **2008 - 2009**

- Medical team member specifically focused on hospitals and clinics
- Worked hands on with the lead architects and designers as well as the interior design team
- Revised and interpreted architectural plans from architects notes and sketches through AutoCAD
- Experience in drafting floor and site plans, elevations, interior and exterior details, and sections

Outfitter/Sales Associate: Cabela's Worlds Foremost Outfitters: Rogers, MN **2006 – 2008**

- Quick learner of five product categories in my department and area of my responsibility
- Worked with team members to meet and exceed sales goals for our department
- Collaborated with management in yearly inventory set up display for the upcoming season changes

Section Leader and Team Member: Marine Corps: United States of America, **2000 – 2004**

- In charge of training, supervising and tending to everyday needs of Marines on job assignments
- Learned to be a proactive and positive team member in challenging working environments
- Worked closely with Command elements to make crucial decisions on standard operations

LEADERSHIP AND COMMUNITY ACTIVITIES

- Selected a U.S. Marine Corps Section Leader for 2 years while leading a team of 13 Marines
- Dedicated member of the local Boy Scout troop and continue as an active volunteer today
- Active Member in local VFW post
- Volunteer for Minnesota Assistance Council for Veterans (MACV) for Metro Stand Down

AWARDS AND RECOGNITION

- U.S. Marine Corps Awards:
 - Navy Achievement Medal
 - Good Conduct Medal
 - Certificate of Commendation
 - Meritorious Mast
- Eagle Scout Award
- MCTC Dean's list

REFERENCES

Randy Ralston

3M Automotive Aftermarket Division
Marketing Manager Abrasives
*Metropolitan State University Instructor
3M Center, Building 0223-06-N-01
Saint Paul, MN 55144
Work Phone: (651)-733-1279
E-Mail: rralston@mmm.com

Les Glenna

Clear Channel Media
Total Traffic Manager
1600 Utica Ave. S. Suite 400
Minneapolis, MN 55416
Phone: 952-417-3057
E-Mail: lesglenna@clearchannel.com

Dennis Blumenauer

Department of Veteran Affairs
Veterans Service Representative
State Veterans Service Building
20 W 12th St, Room 206
St. Paul, Minnesota 55155-2006
Phone: 651-592-4382
E-Mail: Dennis.Blumenauer@va.gov

Jason Kenyon

U.S. Bank
Branch Manager
*U.S. Marine Corps contact
340 Beacon Drive
Grants Pass, Oregon
Phone: 1 (541) 471-9296
E-Mail: jason.kenyon@usbank.com