# **Michael J. Gravely**

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SUMMARY OF QUALIFICATIONS

* 25+ years of management experience
* 40+ years of sales knowledge and skill
* Comfortable working alone or in a team environment
* Extremely hard working and enjoys taking on new challenges
* Ambitious and energetic employee
* Self-motivated and diligent worker
* Excellent work safety history
* Very punctual with a strong work ethic
* Great attention to detail
* Ready and willing to work any and all overtime opportunities
* Great listening and communication skills
* Fast learner and eager to learn new skills

PROFESIONAL SKILLS

* Management
  + Finances
  + Employees
  + Ordering
  + Inventory
* Food Service
  + Cooking
  + Utility
  + Food Safety
  + Restaurant Management
* Utility/Painting
  + Interior
  + Exterior
  + Preparation
  + Paint Mixing

WORK EXPERIENCE

* City of Hutchinson Utility Worker/Painter Hutchinson, KS 2015 – 2017
  + Assisted fairground staff with all aspects of setup, cleanup and general maintenance around the grounds
  + Completed a wide variety of painting projects for interior and exterior surfaces
* Pizza Guy Owner Louisville, KY 1995 – 2014
* Owned and operated a pizza food truck and worked in all aspects of the business
* Managed all employees, accounting, ordering, menu planning and customer service
* D&T Liquidators Manager Salt Lake City, UT 1990 –1995
* Purchased appliances and electronics from failing retail stores for resale
* Managed all aspects of the business including account, advertising, marketing and purchasing
* Katib, Inc. Manager Los Angeles, CA 1981 – 1989
* Managed large electronic sales shows at convention centers and other venues
* Bought equipment wholesale from overseas and resold in the U.S. retail market
* Alpine Meadows Restaurant Food & Beverage Manager Lake Tahoe, CA 1977 –1978
* Worked in all aspects of food and beverage at the ski resort on a seasonal basis
* Responsible for food ordering, inventory, menu planning and finances
* Wholesale Tools & Electronics Sales Manager Los Angeles, CA 1974 –1981
* Managed and sold tool and electronics in the retail market
* Created a large world-wide client base by marketing and “cold calling” to drive sales traffic

EDUCATIONS & CERTIFICATIONS

* U.C.L.A Electronics Los Angeles, CA 1974
* Santa Monica City College Marine Electronics Santa Monica, CA 1973 – 1974