

# STRENGTHS-BASED SAMPLE RESUME



## JACLYN SMITH

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### EDUCATION

**Masters of Accountancy, MSAcc/MAcc**  
Minor in Human Development and Family Studies  
University of Missouri

Anticipated Graduation Date: December 2022  
Cumulative G.P.A: 3.75/4.00  
Columbia, Missouri

### WORK EXPERIENCE

#### MARKETING & SALES INTERN

TrellaStyle LLC | Kirkwood, Missouri

- Arranged and orchestrated 12 trunk shows for clothing where sales increased 20% from each previous season
- Created a business network through presentations for a community of approximately 4,000 undergraduate women to increase sales and promote brand
- Designed online promotional code for customers to buy the merchandise at a discounted price via company website

#### CAREER SPECIALIST

MU Career Center | Columbia, Missouri

- Communicated effectively with students to assess and provide necessary services related to career development and exploration
- Guided student clients in career assessments such as CliftonStrengths and Focus 2, resume and cover letter reviews, explorations and research for academic majors, graduate school, and career fields
- Conducted mock interviews for students applying to graduate programs and specific job positions within 16-week semester

#### CAPTAIN SERVER

Country Hills Country Club | Clarkson Valley, Missouri

- Trained 11 new servers to assist upper-level management with team building activities to establish strong customer service skills
- Managed employees by communicating policies and procedures to ensure customers receive a quality experience
- Calculated the daily financial summary during each shift to maintain accurate records of food sales and daily profit

#### DISTRICT RECRUITER INTERN

Skyland Insurance Group | Chesterfield Missouri

- Organized 49 interviews at the district office within two months to help achieve a new reserve agent training class
- Planned multiple sessions to efficiently provide information to interested candidates and applied strict time requirements to keep program on track to finish within set deadline

#### SOCIAL MEDIA INTERN

MURA Inc. | St. Louis, Missouri

- Redesigned company Facebook page by building brand cohesiveness through advertisements and gained over 90 likes
- Coordinated and produced creative blog posts to highlight mission and competitive edge of company in healthcare field by writing entries relevant to customers

### CAMPUS INVOLVEMENT

#### OUTREACH TEAM COORDINATOR

MU Career Center | Columbia, Missouri

- Oversaw 20 students who gave large and small group presentations on campus about the services offered at the Career Center
- Collaborated with directors during weekly meetings to prepare presentations, work as a team, and manage future presentations

#### BLOGGER

Oh La La Missouri | Columbia, Missouri

- Composed bi-weekly blog posts about events on campus, inspirational stories, DIY projects, and advice for college students
- Utilized WordPress and PicMonkey to develop publishing materials for website to develop skills in writing and photo-editing

#### PI CHI RECRUITMENT COUNSELOR

Panhellenic Association, Office of Greek Life | Columbia, Missouri

- Selected out of 207 applicants and 121 interviewees to be one of the 62 Pi Chi Counselors during sorority formal recruitment
- Mentored 80 women through the recruitment process with over 1,600 participants to aid in their final chapter decisions
- Acted as a role model and representative for Delta Gamma: Mu Chapter in the Panhellenic Association on campus

#### DIRECTOR OF SISTERHOOD

Delta Gamma: Mu Chapter | Columbia, Missouri

- Implemented a specific budget during each semester to make sure the chapter maintained financial stability
- Developed social and educational events that created a stronger sense of unity among chapter of over 200 women

#### RESTORATIVE

Creatively promote company

Applied talents to this project

#### FOCUS

Able to get the job done

Helping others to accomplish a goal

#### ACTIVATOR

Ability to help others to increase the productivity of the team

#### FOCUS

Concentrated on end goal to ensure quality candidates were selected

#### STRATEGIC

Deadline oriented

Understand big picture and how this task fits in

#### STRATEGIC

Accomplish tasks that emphasize purpose

#### STRATEGIC

Leadership ability

Provide ideas that work toward end goal

#### RESTORATIVE

Able to identify challenges and work through problems

#### ACHIEVER

Looks for ways to excel and advance

#### ACTIVATOR

Motivated to begin new experiences

Getting started

#### RESTORATIVE

Problem solving

Creating new programs

#### STRATEGIC

Logical decisions

See how this fits into the bigger picture

#### RESTORATIVE

Address problems to meet the needs of customers

#### ACHIEVER

Making sure the company met their goal

#### FOCUS

Able to work independently to achieve desired result

#### FOCUS

Needs little supervision to lead group

#### ACHIEVER

Works hard to obtain new experiences

Build relationships

#### ACTIVATOR

Helping others understand their responsibilities

#### FOCUS

Dedicated time and set goals to make sure events were planned & implemented

#### ACTIVATOR

Taking action to successfully manage budgets