

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

January 2020-Present

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

October 2020-Present

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

May 2016-August 2021

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

June 2018-August 2018

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

May 2017-August 2017

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

August 2018-Present

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

August 2018-December 2018

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

March 2017-August 2017

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

January 2016-December 2016

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