

Ashlynn L. Smith

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EDUCATION

Alma College, Alma MI — *Bachelor of Arts in Accounting*

- Dean's List
- Tartan Academic Scholarship
- Theatre and Dance Scholarship
- 3.7 G.P.A

Expected May 2020

2018-2019

2018

2018

EXPERIENCE

Auto-Owners Insurance Company, Lansing, MI — *Business Analyst Intern*

May 2019 - August 2019

- Develop necessary business requirements depending on whether a statutory, compliance, production problem, or efficiency request is assigned
- Propose business solutions for problems that occur within company by conducting research by looking at previous requests and communicating with relevant departments pertaining to request
- Participate in product development activities including requirements gathering, interviews, analysis, and writing requirements for statutory requests, production problems, and increase business efficiency
- Led the transition from Optimus to Confluence by transferring over 500 requests to Confluence
- Developed company compliance for statutory rush request regarding Michigan's new PIP laws
- Proficient in gained experience in Confluence, Optimus, Outlook, WebEz, LexusNexus, EZLynx

Alma College Admissions, Alma, MI — *Event Assistant*

December 2018 - PRESENT

- Assist with planning and hosting Events and Camps by the college, ensuring they run smoothly as planned
- Proficient in Excel and Slate to analyze data for prospective students and for events
- Communicate with others clearly and effectively in and outside office

M.F.S Transport L.L.C, North Branch, MI — *Secretary*

May 2015 - August 2018

- Guarantee OSHA standards are being met by employees and incoming trucks
- Weigh-In & Tare incoming trucks to properly calculate the total bill and ensure the truck is at the appropriate tonnage for the road
- Answer calls and take notes for owner regarding potential business, bills, etc.
- Generate a spreadsheet of incoming/outgoing trucks weight and grade of material
- Accumulate business slips at the end of the day and record them

Hungry Dan's Family Restaurant, Lapeer, MI- *Server*

July 2015-May 2018

- Trained 20 employees on effective customer service
- Provided customers with prompt and friendly service by ensuring they were waited on immediately and they got everything they ordered correctly
- Balanced drawer at the end of the shift to ensure register sales matched what was in the drawer
- Ensured that health code was being followed by obtaining a clean and safe atmosphere for patrons

CAMPUS ACTIVITIES

- Alma College Business Professionals of America
- Alma College Justice & Advocacy
- Alma College Student Alumni Association
- Alma College RotarAct
- Alma College Chapel Services
- Alma College Theater

September 2019-Present

September 2018-Present

September 2018-Present

September 2018-Present

September 2018-Present

September 2018-Present

References:

Jenny Cooley (989) 388-2837, current boss

Renee Djurovski (586) 863-6177, former boss

Michael Smith (810) 577-2365, former boss

Dr. Elizabeth Cameron (989) 463-6553, professor

Kelly Richards (810) 441-3099, friend