

WORK STYLE SNAPSHOT

Shanen Smith.

EXECUTIVE ASSISTANT · CHIEF OF STAFF

How I work, *honestly*.

I thrive in high-performing environments built on clear communication, trust, and shared accountability. Here's where my work style aligns best.



DISC STYLE

C/D **Conscientiousness + Dominance**
Accuracy first, then results

A critical thinker who pushes through obstacles and holds a high bar. **Share the why and the goal and trust me to lead it.**

PERSONALITY TYPE

INFJ **The Counselor**
with a strong INTJ streak

An empathetic and approachable problem solver, I turn big-picture goals into clear action plans. I'm decisive and results-driven.

HOW I THINK

Deep critical thinker · Analytical · Logical · Visionary · Contingency planner: *I have a plan for the plan*

HOW I LEAD

Consensus builder · Organized · Assertive · Direct, but tactful · Serious about the work

WHO I AM

Grounded · Real · Humble · Honest · High integrity · Emotionally intelligent, not emotional

Leaders I work best with

- ✓ Competent, experienced, and ready to hand things off
- ✓ Engaged and invested in the outcome
- ✓ Clear on the goal, then trust me to deliver
- ✓ Open, regular communicators

If that's you, let's get to work.

Cultures I fit best

- ✓ Substance over status
- ✓ Respect for every role, at every level
- ✓ Clear priorities and real plans
- ✓ Direct, honest conversations, not politics
- ✓ Emotional maturity and two-way feedback

If that's your team, I'm all in.

MY GROWTH EDGES, AND WHAT HELPS

Conflict resolution. I lead with tact, diplomacy, and grace, but when that fails, I can internalize.

What helps: neutral, clarifying talks that restore connection.

Perfectionism. I want the work to be right, not just done, but sometimes polish costs speed.

What helps: agreeing on what "done" looks like.

Low patience for wasted effort. Busywork and broken processes frustrate me. I'd rather fix them.

What helps: room to fix what isn't working.

Sound like a fit? Let's talk.

shanensmith.com · shanenmsmith@gmail.com · (614) 957-6620

Email me

Schedule a call