

# Clair E. Jobes

Columbia, MO 65201 - (816) 261-9962 - clairjobes2004@gmail.com

## Education

**University of Missouri**, Columbia, MO

*Anticipated: May 2026*

Bachelor of Arts, Political Science

Bachelor of Arts, Public Administration and Policy

Minor in Health Sciences

Awards: Jeffrey D. Byrne Award for Public Administration Students, Dean's List

## Work Experience

**Taylor, Siemens, Elliott, Creedy, and Lyle P.C.**, St. Joseph, MO

*Summer 2025*

- Supported attorneys and paralegals by assisting with case management tasks.
- Managed document processing and case files to facilitate efficient trial preparation and client service.
- Collaborated with legal staff to streamline workflows and strengthen case strategy support.

**Starbucks**, Columbia, MO

*2024- Present*

- Provides service to ensure satisfaction of customers.
- Works with others in a fast-paced environment.

## Campus and Community Involvement

**Alpha Gamma Chapter of Alpha Delta Pi**

*2023- Present*

*Bylaws Revision Committee*

*Operations Specialist*

*Vice President of Operations*

- Oversees chapter operations on a day-to-day basis.
- Manages chapter roster.
- Schedules weekly meetings with board and takes meeting minutes.

**Arts and Science Student Council**

*2023- Present*

*Scholarships and Applications Committee*

*Vice President of Budget*

- Manages organization's finances and approves purchases.
- Regularly meets with the Dean of Students.

**Phi Alpha Delta**

*2023- Present*

- Engages in meetings and discussions to explore current legal issues and career pathways in law.

**Mayor's Council for Physical Fitness and Health**

*2023- Present*

*Mayor's Awards Subcommittee*

- Attends regular meetings to discuss improving physical and mental health in the community.

**Tiger Pantry**

*2024- Present*

*Fundraising and Outreach Team*

*Executive Board*

- Collaborates with local businesses and community organizations to secure food donations and partnerships.
- Organizes outreach events, including food drives and presentations.

**Patee Park Baptist Food Pantry**

*Summer 2024*

*Volunteer*

- Checked in patrons and assisted them in selecting their food options.

**Pi Sigma Alpha**

*2025- Present*

- Engages in meetings to discuss national and global political issues.

**Trulaske College of Business Study Abroad**

*Winter 2025*

- Observed firsthand the unique business practices and economies of Germany and the Netherlands.