

Clare Dundee

(615)-322-2742 | claire.dundee@vanderbilt.edu | www.linkedin.com/claredundee

EDUCATION

Vanderbilt University
Undeclared
GPA: 3.75/4.00

Nashville, TN
May 2021

Summit High School
GPA: 4.00/4.00

Spring Hill, TN
May 2017

PROFESSIONAL EXPERIENCE

Percy Priest Summer Camp
Camp Counselor

Nashville, TN
Summer 2016 & 2017

- Planned and implemented weekly schedule, activities, and programming for 20 campers aged 8-13.
- Organized and led small and large group activities such as crafts, nature, song, games, swimming, archery, canoeing, and family night.
- Identified and responded to camper behavioral issues and report concerns to camp leadership.

LEADERSHIP AND ACTIVITIES

Summit High School Debate Team
Public Relations Chair

Spring Hill, TN
August 2015 – June 2017

- Competed at regional debates three times a semester.
- Designed pamphlets and posters in order to promote club events.
- Presented to ten classrooms on effective speaking techniques.

Varsity Basketball Team
Co-Captain

Spring Hill, TN
August 2014 – February 2017

- Collaborated with teammates on the court and off the court in team building exercises and academic tutoring.
- Committed approximately 20 hours per week to games, training, studying playbooks, watching film, and meeting with coaches to enhance team cohesiveness and strategy.
- Communicated in high intensity situations.

VOLUNTEER EXPERIENCE

The Well Outreach
Volunteer

Spring Hill, TN
May 2017 – August 2017

- Catalogued hundreds of donations and compiled them into Excel spreadsheet for accurate inventory listing.
- Processed 20 customer transactions per day, giving detailed, personalized, friendly, and polite service to ensure positive customer experience.

SKILLS & INTERESTS

Technical: Microsoft Office, Photoshop, Social Media (Instagram, Facebook, Twitter, Snapchat).

Language: Conversational Spanish.

Interests: Photography, Reading, Blogging, Chess.