

Claire Mitchell

clairem5@illinois.edu | 865.232.9070

EDUCATION

UNIVERSITY OF ILLINOIS

BS IN APPLIED HEALTH SCIENCE,
PRE-LAW TRACK

Expected May 2021
Urbana-Champaign
Cum. GPA: 4.0

LYONS TOWNSHIP

Grad. May 2017 | La Grange, IL
Cum GPA: 3.9/4.0

VOLUNTEER

KAIROS | ONE OF 12

TEEN LEADERS

June 2016 – July 2017 | St. Francis
of Xavier

Worked with other leaders to plan and run 3 weekend long retreats for over 300 teens. We organized activities, managed budgets, and created fundraisers through out the year. I also wrote and presented hour long speeches to attendees.

PEERSHOP | VOLUNTEER TUTOR

August 2015 – December 2015

I tutored small groups of students, ages 4 to 6 in basic concepts such as the alphabet, beginner level reading, and low level math to promote a better learning environment in the class room. I also helped older students with classwork in physics, chemistry, math, writing, and extra-curricular activities.

SKILLS

- Proficient in German • learning french
- Proficient with excel • word • power point • google docs • express scribe • timekeeper • LaTeX
- Proficient with Macs • PCs • Printers
- Copiers • scanners
- Time management • organization
- Proficient typist • communication

EXPERIENCE

VICE PRESIDENT OF VAN DOREN COUNCIL

August 2017 – Current | University of Illinois

- Plan and run Executive board meetings
- Manage budget
- Organize group events for over 500 students and faculty members

DISABILITY RESOURCES AND EDUCATIONAL SERVICES | CAPTIONIST

September 2017 – Current | University of Illinois

- Translate and caption lectures and videos
- Multitask between multiple projects to meet customer deadlines

NANNY

August 2015 – August 2017 | Western Springs, IL.

- Ensured safety of children by closely monitoring
- Safely transported children to and from school, sports practice, and extra-curricular activities
- Promoted children's physical, emotional, and social well-being by organizing positive organizes

OBERWIES | CASHIER AND CUSTOMER SERVICE

August 2015 – April 2016 | Western Springs, IL.

- Maintained sanitary conditions in food preparation and service areas
- Answered telephone calls and responded to customer inquiries
- Helped customers with food selection and customization requests, during the checkout process

T.J.MAX | CASHIER AND CUSTOMER SERVICE

April 2016 - July 2016 | Countryside, IL.

- Handled all cash and credit payments efficiently and accurately
- Politely assisted customers in person and over the phone, answering all inquiries with up-to-date knowledge of products and store policies
- Generated a positive customer experience

AWARDS

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| 2016-2017 | National honors society |
| 2017 | Presidential service award |
| 2014-2017 | Honor roll |
| 2017 | Graduated with "Golden L" Honors for receiving above a 3.67 GPA |
| 2017 | Illinois State Scholar |
| 2017 | "Golden L", given to top 10 percent of Lyon Townships graduating class |
| 2017 | Presidential Educational Award |
| 2017 | "Volunteer of the year" - from St. Francis of Xavier Parish |
| 2014-2017 | Presidential Fitness Award |
| 2015 | University of Tennessee Science Fair scholar |
| 2015 | STEM student of the month |