

**Kavi Mohan Mathur**

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**OBJECTIVE** Seeking a full time position as an Accounting Clerk

**EDUCATION** University of California, Berkeley  
Professional Certification in Accounting with Specialization in Accounting for Controllers  
In Progress, Expected End Date: Fall 2012

The Pennsylvania State University, University Park, PA  
Bachelor of Science in Psychology, Concentration in Neuroscience May 2010  
GPA: 3.20

**Relevant Courses:** Introduction to Finance, **Financial and Managerial Accounting for Decision Making**, Introductory Macroeconomic Analysis and Policy, Introductory Microeconomic Analysis and Policy, Elementary Statistics

**SKILLS** Proficient in Microsoft Excel, Microsoft Word, and Microsoft Outlook Express

**EXPERIENCE** Lehigh Valley Hospital, Bethlehem, PA

**Volunteer** June 2010 – August 2011

- Trained new volunteers in the Emergency Department
- Assisted with organizing volunteer training sessions in the Emergency Department
- Teamed with nurses and physicians in providing the best patient care
- Interacted with patients and their families in a high crisis environment
- Multi-tasked with the hospital support team
- Excellent time management and organizational skills

The Pennsylvania State University, Department of Psychology, University Park, PA

**Exam Proctor** September 2006 – May 2009

- Coordinated exam distribution and collection
- Managed time during each exam session
- Checked students identification
- Inspected students for any irregular behavior during each exam

Regal Entertainment Group, Easton, PA

**Shift Leader** October 2003 – August 2006

- Supervised up to 10 employees per shift
- Delegated tasks to employees in key trafficking areas
- Resolved any conflicts among the employees
- Trained new employees and evaluated their performances
- Assisted with planning and organizing promotional events
- Served up to 500 customers a day while working in a fast paced environment
- Answered high volume of telephone calls while assisting customers with any problems or complaints
- Handled cash sales of more than \$1,000
- Demonstrated motivation and ability to operate independently and with a team