‍**Kevin M. Jose** kevinmathewjose@temple.edu

1613 Edgley Street | Philadelphia | PA | 19121 | 914.433.5055

OBJECTIVE: To obtain an entry-level position in the accounting field within a company that w will allow me to utilize my skills and attain personal/professional growth.

EDUCATION: **TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA** *Bachelor of Business Administration, Graduation: May 2016*  
 *Major:* *Accounting* | *Minor*: Finance | Total expected credits: 126  
 GPA: 2.99   
 *Anticipated Graduate Program: Master of Accountancy Program, August 2017*

ACTIVITIES & AWARDS:

* Intermural Basketball League, Fall 2013 – Present

EXPERIENCE: PLAYLAND, Rye, NY May 2013 - Present  
 **HR Assistance, Human Resources**

* Filed hundreds of applications and workers files in addition to picking up phone calls.
* Organized and helped keep track of forms and data using excel sheets.
* Started off filing and handing out uniforms to controlling draft inventory billing statements for the amusement park and other businesses owned by Playland.
* Created and introduced a excel sheet to organize the inflow and outflows of inventory such as uniforms, access cards, etc. By doing this, I created an efficient way of checking the inventory more frequently.

TEMPLE UNIVERSITY PLOT ROOM, Philadelphia, PA January 2013 – Present

**Technical Support Monitor, Work Study**

* Monitored several plotting printers and assisted with issues involving the printers or programs.
* Mastered laser cutting material using AutoCAD and Rhino.

Getty Gas Station, Yonkers, NY May 2012 – August 2012

**Cashier/Pumper, Getty**

* Single handedly help service and pump hundreds of customers a day.
* Help assist with inventory checks.
* Dealt with large amounts of cash and deposits.

ATUPA, Westchester, NY June 2010 – June 2012

**Undercover Participant, Westchester Health Department**

* Acted as an undercover, cigarette consumer at local Westchester businesses.
* Responsible for receiving and handling paper work pertaining to the sales.

SKILLS & LANGUAGES:

* Microsoft Excel, PowerPoint, and Word
* Conversational in Malayalam