

MAHI GOVANI

Clarks Summit, PA

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(818) 570-2341

EDUCATION

The University of Scranton, Kania School of Management

Scranton, PA

Bachelor of Science in Accounting

Anticipated Graduation May 2028

- Loyola Scholarship given for academic achievement
- CVS Health Foundation Scholarship

WORK EXPERIENCE

University Advancement, The University of Scranton

Scranton, PA

Part-Time Work-Study Student

September 2024-Present

- Securely processed highly confidential records and sensitive university documents with strict discretion
- Organized and executed large-scale mailings for university communications and major events

Vector Marketing

Jessup, PA

Sales Representative

August 2025-November 2025

- Prospected leads, scheduled independent appointments, and managed independent tracking
- Conducted structured, in-depth product demonstrations to educate clients on utility and value
- Utilized bilingual fluency in Hindi and Gujarati to translate complex presentations for clients

Office of Student Support and Success (OSSS), The University of Scranton

Scranton, PA

Part-Time Work-Study Student

September 2024-May 2025

- Resolved student inquiries professionally and efficiently routed peers to appropriate campus services

Gerrity's Supermarkets

Clarks Summit, PA

Cashier

June 2022-November 2022

- Balanced cash drawers and maintained a clean checkout lane to optimize the customer experience

VOLUNTEER EXPERIENCE

Private Family

Clarks Summit, PA

Volunteer Babysitter

February 2022-December 2023

- Maintained proactive, clear communication with parents regarding daily behaviors and activities

Shivam Food LLC

Scranton, PA

Volunteer Cashier and Stock Coordinator

June 2023

- Audited food inventory levels, rotated perishable stock to mitigate waste, and organized shelves
- Provided high-quality customer service, answered product inquiries, and provided recommendations to enhance their shopping experience

LEADERSHIP EXPERIENCE

Private Family

Clarks Summit, PA

Mentor

February 2022-December 2023

- Mentored a youth client, guiding structured activities designed to support personal development
- Reinforced positive habits and dynamically adapted daily schedules to drive engagement

OTHER INFORMATION

Skills: Advanced Microsoft Excel (VLOOKUPS, Pivot Tables, Data Analysis), Microsoft Power BI, PowerPoint, Word, fluent in Hindi, Gujarati, and English

Interests: Fine Art and Sketching, Badminton, Fitness Walking, Strategic Mobile Gaming