



Lila Rinaldi

Finance Intern

Finance intern with 2 years of experience in accounts receivable, financial reporting, and data validation using Excel and QuickBooks. Improved accounts receivable processing efficiency by 45.4% by building an automated aging tracker in Excel and prepared 12 monthly financial reports across two positions covering revenue, payroll, and operating expenses.

CONTACT INFORMATION

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 Wahpeton, ND 12345

KEY SKILLS

- Microsoft Excel
- QuickBooks
- Financial Reporting
- Accounts Receivable
- Data Validation
- General Ledger Support
- Budget Analysis
- Variance Analysis
- Account Coding

PROFESSIONAL EXPERIENCE

FINANCE INTERN | PRAIRIE BLUFF GRAIN COOPERATIVE, WAHPETON, ND 2025 – PRESENT

- Improved accounts receivable processing efficiency by 45.4% by building an automated aging tracker in Excel that flagged overdue balances every 48 hours.
- Prepared 7 monthly financial reports summarizing revenue, payroll, and operating expenses for the controller and board review.
- Raised data reliability by 12% across 4 vendor sub-ledgers by cross-referencing QuickBooks entries against source invoices and correcting 37 misclassified transactions.
- Assisted with quarterly budget reviews by compiling actual spending data for 9 cost centers into a consolidated workbook.

FINANCE ASSISTANT | RED RIVER VALLEY EQUIPMENT LLC, BRECKENRIDGE, MN 2024 – 2025

- Prepared 5 monthly financial reports covering \$231,400 in combined departmental spending, delivered within 3 business days of period close.
- Sorted and coded 87 vendor payment records per week, reducing average processing time from 14 minutes to 9 minutes per entry.
- Updated customer account records in Excel for 126 active receivable accounts, improving data reliability from 80.8% to 98.21% accuracy.

EDUCATION

- BS in Finance, North Dakota State University, Fargo, ND | 2021 – 2025