

Peter Alexander

Finance Intern



555-555-5555 p.alexander1@gmail.com Brooklyn, NY

Professional Profile

Passionate Finance Intern with 1 year of hands-on experience in diligently handling highly confidential fiscal details within government administration, banking, and NPO sectors. Skilled at developing and compiling databases of information related to historical debt transactions for use in future business analytics. Proven ability to prioritize tasks, meet deadlines, and simultaneously manage multiple assignments.

Core Skills

Financial Analysis

Accounting Principles

Audit Support Functions

Bank Policies & Procedures

Budgeting & Cost Planning

Process Improvement

Education

- Bachelor of Science in Finance** | City University of New York | Jan 2019 - Dec 2023 |

Communicate and apply financial concepts and models to solve real-world problems in a decision-making capacity using current technology.

Develop knowledge of financial institutions, intermediaries, and regulatory entities and their functions. Showcase an appreciation for balancing goals and objectives of business with those of a global society.

Career Summary

Jan 2023 - Present

City of New York, Brooklyn, NY
Finance Intern

Outline

Assist the supervisor and other divisional employees with finance activities/special projects, for a city with a diverse energetic cultural arts scene, towering skyscrapers, and celebrated restaurants, world-renowned theater groups and the brains behind the USA's economic might.

Key Responsibilities

- Contribute towards the development and maintenance of financial planning templates.
- Conduct comprehensive research and gather information to identify trends and patterns.
- Prepare effective models and projections that aid stakeholder decision-making.
- Review monthly, quarterly, and annual P&L statements and reports.
- Carry out variance analysis and interpretation to compare actual results against budgeted amounts.
- Identify potential areas for improvement to drive operational continuity.
- Process invoices and purchase orders, execute the reconciliation of vendor accounts, and resolve any discrepancies.
- Arrange relevant documentation for internal and external audit purposes.