

Nora Lombardo

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EDUCATION

Northeastern University, Boston, MA May 2020
Bachelor of Science in Business Administration **GPA: 3.5**
Concentration: Finance
Activities: President, Alpha Epsilon Phi Sorority; Treasurer, NU Finance and Investment Club
Honors: Golden Key National Honor Society, Dean's List

EXPERIENCE

Global Enterprises, Boston, MA January 2020 – Present
Corporate Financial Planning Assistant

- Compile information from global markets for weekly sales reports distributed to 40 senior managers
- Support company-wide database and authorized user rights to the internal product cost website
- Contribute to company-wide project that reduced overhead growth by 18% by collecting headcount numbers in collaboration with the controller
- Manage corporate financial department's monthly headcount reporting and processed more than 200 changes weekly
- Create Excel worksheets for cost center restructuring project
- Edit 50+ PowerPoint presentations to be used by the Chief Financial Officer

Liberty Financial Companies, Boston, MA January 2018 – June 2018
Internal Auditor

- Audited internal subsidiaries of Liberty Financial Companies, Inc.
- Assisted in the development of audit programs and designed test work to evaluate potential risk exposure
- Prepared findings and recommendations for review by management of the department being audited
- Selected from among 30 staff members to travel to San Francisco to conduct an audit
- Provided assistance to all individuals on the audit team resulting in timely completion of all audits

Gannet Welsh and Kotler, Inc., Boston, MA January 2017 – June 2017
Operations and Reconciliation / Municipal Bond Intern

- Coordinated and gathered information to confirm compliance of 80 municipalities
- Maintained a 5700-record database of municipal bond issuer contacts
- Prepared monthly reconciliation, cash ledgers, and asset checks
- Wrote queries and apply them to daily tasks
- Independently research and secured this internship, creating opportunities for future students

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, Outlook, Windows NT, Windows XP, Lotus Notes, Hyperion, SAP
Languages: French (fluent), Spanish (intermediate)

INTERESTS

Trekking, parasailing, saxophone, travel (Asia, Africa, and Australia)