COOPER RIGGS

San Diego, CA | Cooper51875@gmail.com | linkedin.com/in/cooperriggs51875

EDUCATION

San Diego State University *San Diego, CA*
Bachelor of Science, Business Administration, Finance | 3.8 GPA Graduated May 2026
Relevant Coursework: Financial Modeling, Financial Analysis, Intermediate Accounting, Supply Chains, Statistics

EXPERIENCE

Events.com *La Jolla, CA*
Accounts Payable (AP) Analyst May 2026 – Present

- Process approximately 40 vendor bills weekly and create journal entries across an active vendor base of ~1,000, ensuring accurate and timely recording of accounts payable transactions
- Reconcile ~20 bank, credit card, and general ledger (GL) accounts monthly in NetSuite and FloQast as part of month-end close, including intercompany balances, and resolve variances between statements and the ledger
- Track and forecast cash flows for a subsidiary, reporting to the CFO on future cash position
- Process 200+ vendor payments monthly via wire and ACH, totaling $1M+, and build payment schedules and installment plans to manage cash outflows
- Code and reconcile 400+ monthly corporate credit card transactions to the correct GL accounts
- Use AI tools to automate reconciliation and variance analysis, cutting reconciliation time by ~50%, and streamline NetSuite data cleanup through bulk CSV corrections

San Diego State Global Campus *San Diego, CA*
Finance Student Assistant Jan. 2025 – May 2026

- Resolved student financial aid and account payment issues, identifying recurring problems in payment and service workflows
- Analyzed quarterly reconciliation data totaling $400K+ to identify discrepancies, investigate root causes, and communicate findings to support accurate reporting
- Built and maintained Excel-based tracking tools using PivotTables and XLOOKUP formulas to improve visibility, reporting efficiency, and decision-making

Watering Hope *San Diego, CA*
Operations Intern June 2024 – Dec. 2024

- Tracked budgets and project spending across initiatives totaling $50K, helping teams monitor performance against plan and make informed adjustments
- Prepared supporting documentation and schedules for grant submissions, translating financial and project information into clear materials for internal and external stakeholders
- Led a team of 4 interns, coordinating tasks and deadlines to keep projects on track as priorities shifted

eBay *Fallbrook, CA*
Small Business Owner Jan. 2022 – Feb. 2024

- Built and operated a profitable e-commerce business on eBay for two years, generating $8K+ in monthly revenue and selling 1,000+ units, while managing pricing, listings, customer experience, and day-to-day marketplace operations
- Used AI to analyze category trends, buyer demand, and competitor activity to identify growth opportunities and make product, inventory, and pricing decisions
- Tested listing strategies, marketing approaches, and positioning to improve visibility, conversion, and profitability

PROJECTS

Multi-Channel Order-to-Invoice Generator & Inventory Tracker In Progress
Excel, Python, Power Query, VBA, API

- Building an automated order-to-invoice system and inventory tracker for a wholesale gift shop business, streamlining order processing and invoice generation
- Using Power Query, API integration, and VBA to automate data flow between order entry, inventory levels, and invoice creation, powered by AI

SKILLS

Systems: NetSuite | FloQast | Extend | PeopleSoft | Google Workspace | Claude
Excel & Automation: Advanced Excel (PivotTables, XLOOKUP) | Power Query | VBA | Python
Finance: Accounts Payable | Account Reconciliation | Journal Entries | Month-End Close | Cash Forecasting | Variance Analysis | Financial Analysis