Ingrid Medina Estrada

ACCOUNTING STUDENT / ACCOUNTS PAYABLE SPECIALIST

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Summary

Accounting student at the University of Nevada, Reno, seeking accounting internship opportunity with hands-on experience in accounts payable, payroll operations, financial recordkeeping, and business management. Brings additional experience as a business owner and customer-facing professional, with a proven ability to manage financial responsibilities, communicate effectively, and adapt in fast-paced environments

Education

University of Nevada, Reno | BS Accounting **December 2028**

Major: Accounting | Minor: Business Analytics

Experience

GradeX Construction | Accounts Payable Specialist | Part-time **June 2026 – Present**

Contribute to accounts payable and payroll operations at a growing construction company by processing invoices, maintaining accurate financial records, and supporting day-to-day accounting functions. Developing strong analytical, organizational, and attention-to-detail skills through hands-on accounting experience.

Churrasco's Brazilian Steakhouse | Server | Part-time **July 2025 – Present**

Coordinate high volumes of customer interactions, manage orders and transactions accurately. Maintain organized daily transaction records and address guest inquiries promptly. Resolve customer concerns efficiently while maintaining a professional demeanor.

Figure Lending LLC | Customer Service Associate **March 2025 – July 2025**

Assisted customers with loan payments, document processing, and account inquiries while ensuring compliance and accuracy. Provided empathetic support across channels and collaborated with teams to resolve issues and improve processes. Maintained state compliance standards while acting as an in-house Nevada Notary Public (2025**).**

Mililux Esthetics LLC | CEO, Business Owner, Esthetician **October 2021 – March 2025**

Managed daily operations of a self-owned business, handling scheduling, client communication, finances, and supplies. Streamlined workflows, maintained accurate records, and executed marketing strategies to grow the client base.

Skills & Abilities

- Bilingual Communication (Spanish and English)
- QuickBooks, Excel, and Microsoft Office Proficiency
- Accurate Data Entry
- Deltek ComputerEase and LCP Tracker

Licenses & Certifications

International Academy of Style | Esthetician **October 2021**

Earl Wooster High School | Honors Diploma with Seal of Biliteracy **May 2020**