

Matthew Florek

[LinkedIn](#)

Personal Information

Email

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Phone

+1(949) 353-2263

Skills

- Advanced proficiency in Microsoft Excel, Google Sheets
- Experienced with Office 365 & G Suite products
- Knowledge of Tableau, RapidMiner, Access, SQL
- 2+ years of customer service experience

Dedicated student at Northern Arizona University pursuing a B.S.B.A. in Finance with a certificate in Business Analytics, seeking a new job to enhance my career skills.

Work Experience

Camp Counselor – June 2023 – August 2023

Fairmont Private Schools | San Juan Capistrano, CA

- Responsible for maintaining the safety of all campers
- Led a science workshop with a focus on providing a quality summer school education
- Ensured timely progression between camp activities

Production Assistant – October 2022 – May 2023

Northern Arizona University | Flagstaff, AZ

- Assisted in the production of large-format print media
- Responsible for the finishing process of most large format projects
- Maintained bus shelter installations throughout the entire university
- Worked with team members to prioritize customer requests

Camp Counselor – June 2022 – August 2022

Irvine Ranch Outdoor Education Center | Orange, CA

- Responsible for up to 16 campers between the ages of 6 and 16
- Provided a fun, exciting, and educational experience for campers
- Performed first-aid for minor injuries and ensured the physical safety of all campers

Cardiac Unit Volunteer – May 2021 – December 2021

Saddleback Medical Center | Laguna Hills, CA

- Supplied all 40 rooms on the floor with important medical supplies
- Interacted with patients and assisted with their needs
- Helped nurses with administrative tasks when necessary
- Operated the copier to ensure an adequate supply of paper materials

Range & Pro Shop Attendant – July 2020 – May 2021

Lake Forest Golf & Practice Center | Lake Forest, CA

- Provided exemplary customer service while working in the Pro Shop
- Troubleshooted and resolved customer inquiries, including billing problems
- Maintained driving range operations by driving the field tractor
- Operated point-of-sale cash register, helped resolve technical problems
- Managed Club Membership applications

Education

Northern Arizona University

Senior | Flagstaff, AZ | December 2024 Graduation

- Pursuing a Bachelors' in Finance at the W.A. Franke School of Business
- Also pursuing a Certificate in Business Analytics
- Member of NAU Investment Club, ProSell
- Dean's List 2023

Irvine Valley College

Irvine, CA | Transferred January 2022

- Completed 3 semesters of lower-division coursework
- Dean's List 2020

El Toro High School

Lake Forest, CA | Graduated June 2020

- Graduated with a GPA of 3.80
- Volunteered as an administrative assistant in school office

Awards, Certifications & Volunteering

- UC Davis Extension – SQL For Data Science, 2023
- HootSuite Social Media Marketing Certification, 2020
- Red Cross Adult and Pediatric First Aid, AED, CPR 2022
- Saddleback Medical Center, 2021
- City of Lake Forest Snow Fest, 2018 & 19