Matthew Florek

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New college graduate with hands-on data analytics experience ready to hit the ground running.

EDUCATION

Northern Arizona University | Graduated December 2024
Bachelor of Science in Finance with Business Analytics Certification

- GPA: 3.42
- Dean's List 2023
- Coursework in Data Warehousing, SQL, R, SAS, Tableau, Statistics, and Logistics
- Highest score on ETS Business Major Field Test at the W.A. Franke College of Business

SKILLS & CERTIFICATIONS

Skills:

- Advanced proficiency in Microsoft Excel, Google Sheets, Microsoft Word
- Experience with Tableau, RapidMiner, Access, SQL, Airtable, star schema design, ETL, SAS
- Experienced with Word, Excel & Google Docs Suite Products

Certifications: SQL for Data Science, UC Davis Extension, 2023

WORK EXPERIENCE

Data Analyst   July 2022 – Present
Neuromemex   *Lake Forest, CA*

- Annotated neuroinformatics database in Airtable
- Managed data quality and data hygiene, corrected master data records
- Analyzed data with Excel pivot tables

AI Data Annotator   March 2024 – August 2024
Dataannotation.tech   *New York, NY (Remote)*

- Engaged in fine-tuning of AI language models to achieve higher quality responses
- Graded model responses on a variety of qualitative metrics
- Engineered AI prompts designed to test the limits of the technology and provide useful insight

Production Assistant   October 2022 – May 2023
Northern Arizona University Printing Services   *Flagstaff, AZ*

- Assisted in the production of large-format print media
- Responsible for the finishing process of most large format projects
- Worked with team members to prioritize customer requests

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
- Maintained strict COVID protocols
- Helped nurses with administrative tasks as needed