

Matthew Florek

matthew.florek03@gmail.com ❖ (949) 353-2263 ❖ [LinkedIn](#)

New college graduate with a combination of financial knowledge and technical expertise ready to hit the ground running.

EDUCATION

Northern Arizona University | Graduated December 2024

Bachelor of Science in Finance with Business Analytics Certification

- GPA: 3.44
- Dean's List 2023
- Advanced coursework in Data Warehousing, SQL, R, SAS, Tableau, Statistics, Logistics, Finance concepts, and risk management
- Highest score out of 3,100+ students on the ETS Business Major Field Test at the W.A. Franke College of Business

SKILLS & CERTIFICATIONS

Skills:

- Advanced proficiency in Microsoft Excel
- Experienced with financial modeling, financial analysis, P&L analysis, projections, and cost accounting
- Highly skilled with Pivot tables, VLOOKUP/XLOOKUP, advanced formulas, Excel databases
- 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

Neuromemex

July 2022 – December 2024

Lake Forest, CA (Remote)

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

AI Data Annotator

Dataannotation.tech

March 2024 – August 2024

San Francisco, CA (Remote)

- Engaged in RLHF 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

Northern Arizona University Printing Services

October 2022 – May 2023

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