

# Matthew Florek

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Data Analysis | SQL | Power Query | Data Modeling | Dashboard Development

*See attached Key Projects portfolio for detailed system designs and quantified impact*

## Professional Summary

Quick-learning Data Analyst with advanced skills in SQL, Excel, Power Query, Power Pivot, relational data modeling, and a background in Finance. Proven ability to build automated ETL/ELT data pipelines, design analytical dashboards, and improve data accessibility starting from first principles. Strong communicator with experience in technical documentation, data quality, and regulatory data reporting. Highly skilled in AI-assisted development and data engineering concepts. Ready to hit the ground running on day one.

## Core Skills

- Data Analytics: KPI reporting, variance analysis, FP&A concepts, scenario modeling, financial modeling
- Technical Tools: SQL, Excel (incl. Pivot Tables, Power Pivot), Power Query (M), Access, Tableau, Airtable, RapidMiner, Microsoft Power Apps
- Data Engineering: Relational database design, dimensional modeling (star/snowflake), OLTP/OLAP, ETL/ELT pipelines
- AI-Accelerated Development: AI-assisted coding for Python and Power Query, code validation, transformation logic, iterative development workflows, experienced user of OpenAI Codex and Claude Code
- Communication: Technical documentation, presentations, cross-team communication
- Certifications: SQL for Data Science (UC Davis Extension, 2023)

## Professional Experience

Data Analyst | Arizona Department of Education — Phoenix, AZ (Apr 2025 – Present)

- Built data dashboards in Excel using advanced Power Query transformations and SQL Server connections, enabling leadership decision-making and eliminating 30 hours of manual work per week
- Designed a relational database system within Excel to overcome legacy system constraints
- Developed automated multi-source Power Query pipelines to support recurring reporting processes
- Wrote and optimized SQL queries to supply management with operational and strategic insights
- Produced and delivered ad-hoc reports for business operations and compliance needs
- Leveraged AI tools to generate production-ready code and streamline data accessibility
- Authored comprehensive technical documentation for data processes, software, and procedures
- Curated and validated datasets to meet state and federal regulatory reporting requirements

Data Analyst Intern | Neuromemex — San Francisco, CA (Remote) (May 2024 – Aug 2024)

- Annotated and maintained neuroinformatics master data in Airtable
- Performed data hygiene, corrected data integrity issues, and ensured dataset accuracy
- Conducted data analysis using Excel pivot tables to support research initiatives

AI Data Annotator | Dataannotation.tech — San Francisco, CA (Remote) (Mar 2024 – Aug 2024)

- Supported RLHF fine-tuning through evaluation and scoring of AI model responses
- Assessed AI outputs using qualitative evaluation frameworks to improve model quality
- Engineered prompts to test model boundaries and provide actionable insights

## Education

Northern Arizona University — Bachelor of Science in Finance (Business Analytics Certification, 2024)

- Achieved highest score out of 3,100+ students on the ETS Business Major Field Test
- Dean's List 2023, 2024
- Advanced coursework: Finance, SQL, R, Data Warehousing, Statistics, Tableau, SAP, Logistics, Risk Management

## Key Projects

This document highlights some of the projects I have worked on that have delivered real impact in my department at the Arizona Department of Education.

### **Operations Grant Database**

*What is it?*

Designed and implemented a relational data system in Excel using the Data Model and Power Query to ingest, clean, and normalize data from multiple fragmented source systems. Built under organizational constraints that prevented use of traditional database platforms (e.g., SQL Server).

*How did this deliver real impact?*

- Reduced time to compile reporting datasets from hours/days to minutes
- Enabled cross-system analysis that was previously infeasible due to fragmented and inaccessible data sources
- Established a centralized data backbone powering internal dashboards and federal reporting workflows
- Improved data reliability and consistency by eliminating manual data aggregation processes

### **Grant Application Dashboard**

*What is it?*

Developed a comprehensive Excel-based dashboard system integrating data across 24 grant programs, built on top of a custom relational data model. Delivered in Excel due to lack of departmental access to Power BI.

*How did this deliver real impact?*

- Replaced ad hoc reporting processes that required days of analyst time per request
- Provided leadership with real-time visibility into application volume, status, and trends
- Enabled data-driven workload planning and strategic decision-making, replacing reliance on estimates
- Made complex, previously inaccessible insights continuously available without analyst intervention

### **Grant Evaluation Power Automate Flow**

*What is it?*

Designed and developed a Power Automate Desktop solution that programmatically navigates an outdated web system and uses JavaScript to extract critical evaluation data. Implemented due to lack of reporting functionality and no backend data access.

*How did this deliver real impact?*

- Eliminated a fully manual data entry process previously requiring a team of 4 over two weeks
- Saves approximately 320 hours of manual work per execution
- Improved data accuracy and consistency by removing human data entry errors
- Enabled repeatable, on-demand data extraction from an otherwise inaccessible system

## **Title I Comparability Evaluator**

### *What is it?*

Built a Power Query–driven evaluation engine based on federal legislation and state policy to determine which school districts must undergo Title I comparability review. Automates a complex compliance determination process using multiple data sources.

### *How did this deliver real impact?*

- Reduced manual review workload by automatically filtering out over 70% of school districts
- Saves approximately 750 hours of specialist time annually
- Allows specialists to focus exclusively on high-complexity cases requiring expert judgment
- Increased efficiency and scalability of a statewide federal compliance process

## **Additional Contributions**

- Developed Power Automate (Cloud and Desktop) workflows to automate data collection, reporting, and internal processes
- Wrote and maintained dozens of complex SQL queries supporting analytics, reporting, and backend data systems
- Built a lightweight CRM system in Excel for generating bulk communication lists, reducing list creation time from ~30 minutes to ~3 minutes
- Designed and implemented internal tools to support district outreach and compliance tracking workflows
- Identified and helped resolve critical data integrity issues within existing SQL databases
- Created an internal documentation and knowledge base system to improve team onboarding and process transparency