

Matthew Florek

Gilbert, AZ | (949) 353-2263 | matthew.florek03@gmail.com | <https://linkedin.com/in/matthew-florek/> | <https://matthewflorek.com/>

SUMMARY

Data Analyst with expertise in SQL Server, Excel, Power Query and relational data modeling. Experienced in building automated data pipelines, analytical dashboards, and reporting solutions that improve data quality and accessibility. Background in finance and regulatory reporting, with a proven ability to translate complex datasets into actionable insights for technical and non-technical stakeholders. Skilled in process automation, analytics development, and AI-assisted workflows to accelerate analytics and reporting solution delivery.

SKILLS

Analytics & Reporting: Dashboard development, KPI reporting and variance analysis, Financial Reporting, Statistical analysis, Predictive modeling

Data Engineering: ETL and ELT pipelines, Relational and dimensional data modeling, Data validation frameworks, Data warehousing concepts, Analytics infrastructure design

Automation: Excel VBA, Power Automate, Microsoft Power Apps, Business process automation

Tools: SQL Server, SQL, Excel, Power Query (M), Power BI, Tableau, R, Airtable, QGIS, Power Pivot, Python

Professional Skills: Stakeholder data consulting, SOP development, AI-assisted development, Technical documentation, Presentations

EXPERIENCE

Data Analyst

Apr 2025 - Present

Arizona Department of Education, Phoenix, AZ

- Architected and maintained a centralized operational data platform in Excel and Power Query serving as the primary reporting and analytics backbone for a 39-person federal grants operations team supporting 634 LEAs and approximately 2,100 schools statewide.
- Built Excel dashboards using advanced Power Query transformations and SQL Server connections, enabling leadership decision-making and eliminating 30 hours of manual work per week.
- Wrote and optimized SQL queries to supply management with operational and strategic insights.
- Queried and analyzed large state education datasets in SQL Server, including student-level and transaction-level tables reaching approximately 200 million rows, to support grant reporting validation and data quality investigations.
- Conducted large-scale data discrepancy investigations identifying missing student records, inactive entities, malformed submissions, and synchronization failures across state education reporting systems.
- Advised school districts on data submission integrity, reporting discrepancies, SIS synchronization issues, and compliance-related operational requirements across statewide education systems.
- Worked to translate complex data reporting requirements to non-technical stakeholders including education administration personnel.
- Curated and validated datasets to meet state and federal regulatory reporting requirements.
- Accelerated development of analytics automation and reporting solutions through AI-assisted prototyping and debugging, reducing implementation time for internal tools and workflows.
- Selected as a presenter at the 2026 ESEA Conference to deliver guidance on student data reporting requirements and best practices to education professionals across Arizona.

Data Analyst Intern

May 2024 - Aug 2024

Neuromemex, San Francisco, CA (Remote)

- 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.

PROJECTS

Operations Grant Database

- Led the creation of, 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.
- Established the operational reporting backbone for a 39-person federal grants operations unit by centralizing fragmented reporting workflows into a unified analytics and automation platform.
- Designed and implemented a large-scale Excel-based analytics and operational data platform containing 45+ interconnected Power Query pipelines, relational data models, historical snapshot systems, automated validation layers, and centralized export tables powering multiple downstream dashboards and compliance workflows.
- Built a dependency-aware VBA orchestration framework coordinating execution order, validation, and export sequencing across 45+ interconnected Power Query pipelines.
- Reduced weekly refresh time of the existing reporting ecosystem from a 4 hour manual process into a guided 30-minute update workflow executed daily, improving timeliness of all data.
- Programmatically generated a 100+ column LEA Data File combining grant participation, district attributes, operational flags, and report-derived metrics for 634 LEAs into a leadership-friendly filtering and mapping dataset.

Grant Application Dashboard

- Developed a comprehensive Excel-based dashboard system integrating data across 24 grant programs on top of a custom relational data model.
- Provided leadership with real-time visibility into application volume, status, and trends.

Grant Evaluation Power Automate Flow

- Designed and developed a Power Automate Desktop solution that programmatically navigates an outdated web system and uses JavaScript to extract critical evaluation data.
- Eliminated a fully manual data entry process previously requiring a team of 4 over two weeks, saving approximately 320 hours of manual work per execution.
- Enabled repeatable, on-demand data extraction from an otherwise inaccessible system.

Title I Comparability Evaluator

- 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.
- Reduced manual review workload by automatically filtering out over 70% of school districts.
- Saved approximately 750 hours of specialist time annually and allowed specialists to focus on high-complexity cases requiring expert judgment.

Bulk Communication Contact Engine

- Built a contact data pipeline that automatically retrieves, ingests, cleans, and deduplicates GME contact reports into a reusable operational contact table.
- Reduced bulk email list generation from approximately 45 minutes of manual report manipulation to 2-3 minutes using role and LEA-based filtering panels.

EDUCATION

Bachelor of Science, Finance, Northern Arizona University, Flagstaff, AZ, 2024

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

Certifications: SQL for Data Science, UC Davis Extension, 2023; Business Analytics Certification, Northern Arizona University, 2024