

MADISON SIMS

madison.sims@marquette.edu | Chicago, IL

CAREER SUMMARY

Finance and Real Estate student at Marquette University with experience in financial analysis, Excel modeling, and operational reporting. Experienced in cost analysis, SAP financial systems, and market research with a strong interest in real estate valuation and investment analysis.

TECHNICAL SKILLS

Excel (Pivot Tables, VLOOKUP/XLOOKUP, Reporting) | SAP (Accounts Payable, Invoice Processing) | Financial & Cost Analysis | Invoice & Expense Reconciliation | General Ledger Coding | Operational Reporting | | Data Validation & Controls | Process Improvement |

PROFESSIONAL EXPERIENCE

TOREY HILL CAFE | Milwaukee, WI

Jan 2023 – Present

Server and Barista

Deliver high-volume customer services in a fast-paced environment, strengthening communication, multi-tasking, and problem-solving skills.

- Accurately handle POS transactions and payment processing while maintaining reliable sales records.
- Support daily operations including opening and closing procedures and maintaining organized service areas.

PRAIRIE MATERIALS | Bridgeview, IL

May 2025 – Aug 2025

Maintenance Operations Intern

Supported logistics and fleet operations for a large-scale materials company through cost analysis and cross-department coordination.

- Coordinated vehicle licensing, registration, and I-Pass systems for 400+ vehicles across Illinois, improving fleet readiness and reducing administrative delays.
- Built and analyzed toll and registration reports using Excel and SAP to identify high-cost areas and supported cost-reduction recommendations across multiple yards and cost centers.

PRAIRIE MATERIALS | Bridgeview, IL

Materials Inventory Intern

May 2023 – Aug 2024

Focused on invoice analysis, inventory tracking, and financial controls across multiple operating entities.

- Improved visibility into aging payables and spending by generating and analyzing outstanding maintenance invoice reports across four North American companies.
- Processed and validated service invoices, ensuring accurate posting of taxes, fees, general ledger accounts, and cost centers.

PRAIRIE MATERIALS | Bridgeview, IL

Accounts Payable Intern

Dec 2023 – Jan 2024

Supported vendor payment processing and reconciliation within a high-volume accounts payable environment.

- Facilitated payment of vendor invoices through accurate data entry and process in SAP.
- Identified and solved vendor discrepancies through cross-team communication.
- Strengthened technical proficiency in SAP and Excel while operating in a fast-paced, deadline-driven environment.

EDUCATION

MARQUETTE UNIVERSITY | Milwaukee, WI

Expected Graduation: May 2026

Bachelor of Science in Business Administration | Finance and Real Estate

HONORS AND ACTIVITIES

JAMES R HOFFA MEMORIAL ACADEMIC SCHOLARSHIP

Scholarship Recipient

- Awarded annually for academic achievement as a child of a member of the International Brotherhood of Teamsters.

MARQUETTE UNIVERSITY | Milwaukee, WI

Aug 2024 – Present

Midnight Run Volunteer

- Volunteer weekly with Milwaukee shelters and local food pantries, supporting underserved populations through meal preparation, service, and community outreach.
- Build leadership and teamwork skills through consistent participation in mission-driven service projects.

CHAARG Member

Aug 2024 – Present

- Networking with local women entrepreneurs and small business owners, gaining exposure to business operations and community development.
- Participate in a women's health and fitness organization focused on wellness, leadership, and community engagement.