

# Gabriel D. Madej

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(224) 803 1562

## EDUCATION

### **University of St. Thomas – Opus College of Business**

**St. Paul, Minnesota**

*Bachelor of Science in Business Administration – Financial Management,*

*Class of 2026*

*Bachelor of Science in Real Estate Studies*

- Cumulative GPA: 3.56/4.00
- Opus College of Business Dean's List

## WORK EXPERIENCE

### **KLC Brokerage Inc**

*Financial Assistant*

**Elk Grove Village, Illinois**

*June 2023/2025 – August 2023/2025*

- Successfully completed a comprehensive Excel training course, enhancing data management and financial analysis capabilities.
- Uploaded, verified and maintained accuracy of invoices in the company's database system.
- Organized and updated employee records to ensure compliance and streamline internal operations.
- Assisted in the preparation and review of financial statements, including balance sheets and income statements, to support accurate financial reporting.
- Collaborated with team members to improve workflow efficiency and ensure timely completion of tasks.

### **Greenridge Naturals**

*Executive Assistant*

**Elk Grove Village, Illinois**

*June 2024 – August 2024*

- Gained hands-on experience in production operations, working on the assembly line to process and package deli meat products efficiently
- Learned about the science and techniques involved in deli meat production, including quality control and product formulation
- Monitored production workflows, contributing to smooth operations and minimizing downtime
- Supported packaging processes, adhering to company protocols and regulatory guidelines

## LEADERSHIP & ACTIVITIES

### **Junior Achievement North**

*Volunteer*

**St. Paul, Minnesota**

*February 2024 – May 2024*

- 40+ hours of volunteering with K-12 schools
- Lead Elementary Classrooms for a day of classes through simulations and activities
- Build guides to help volunteers before volunteering for the first time
- Leading kids in simulated labs to manage their expenses and jobs in a town setting

## ADDITIONAL INFORMATION

*Languages:* Polish, English

*Skills:* Excel, PowerPoint, QuickBooks, ARGUS

*Interests:* Sports, Food, Travel