

Courtney Zimmer

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Experience

POPULAR BANK, NEW YORK, NY

Business Analyst

April 2008 – Present

- Lead and facilitate working sessions to identify new reporting needs as well as methods of enhancing and automating existing reports
- Developed automated dashboards in Excel and Power BI to present production and pipeline sales data for senior management to make key forecasting financial decisions
- Provide financial and customer data for ad hoc requests from various business units including Commercial and Retail banking teams, Product, Marketing, and Compliance.
- Lead a three-person data team on numerous company-wide projects, including creating data queries and assisting in the set-up of an ETL feed for Marketing
- Documenting current processes and procedures of a newly built database in partnership with the lead developer to ensure complying with audit standards

XCELIGENT, NEW YORK, NY

Analytics Manager

August 2017 – December 2017

- Created Tableau interactive dashboards for presentations and quarterly market reports
- Successfully led Advisory Boards comprised of top brokers in the market where I presented data and facilitated multiple discussions about submarket boundaries, tracked sets, and quarterly trends

Senior Analyst

August 2016 – August 2017

- Part of a three-person analytics team to launch Xceligent in the NYC region. Responsibilities included maintaining and ensuring data accuracy within the NYC database, mitigating data concerns for the sales team, working with various research teams to troubleshoot issues, and researching new data sources
- Completed weekly audits to identify discrepancies within the data and strategized on efficient ways to resolve any issues

REIS, INC., NEW YORK, NY

Senior Quality Assurance Data Analyst

May 2015 – August 2016

- Conducted statistical trend analysis of the commercial real estate office sector data (vacancies, occupancy sf, and rent) for market trend reports, used in monthly and quarterly reports available to Reis' subscribers and publications such as the Wall Street Journal
- Managed the office sector proprietary database by running various SQL queries to identify and reconcile data discrepancies and inconsistencies

Junior Quality Assurance Data Analyst

October 2013 – May 2015

- Analyzed, aggregated, and cleaned data in preparation for economic market trends and forecast publications
- Performed database record maintenance by researching any requested changes to property level information within the database and conducted comparative quality control checks

Quality Assurance Researcher and Data Entry

March 2011 – October 2013

- Responsible for verifying a sample of the apartment and retail data collected by the researchers to account for the accuracy of the information through contact with property owners, brokers, and online sources

Education

Syracuse University

Master of Science in Applied Data Science

Expected Completion December 2020

University of Massachusetts

Bachelor of Art in Astronomy

December 2010

Skills

SQL, R, Power BI, Statistical Modeling, Microsoft Office Suites – including advanced skills in Excel such as, vlookup, advanced formulas, pivot table and macros.