

# Emily J Simon

## Employment History

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### Data Analytics Senior Consultant II: November 2025 – Current

- Duties include designing and implementing advanced reporting solutions, developing business requirements, and delivering accurate, consistent, and timely Property operational reports using modern data analytics tools and processes.
- Contributes to the development of and adheres to project timelines for reporting and dashboard deliverables.
- Communicates reporting status and insights to internal stakeholders, identifying potential risks and recommending solutions as necessary.
- Ensures data integrity and governance controls are in place throughout the lifecycle of reporting projects.
- Reviews and validates technical specifications for complex reporting and visualization projects to ensure business requirements are met.
- Creates and maintains post-implementation documentation for reporting solutions and ensures proper archiving in designated systems.
- Conducts advanced data analysis and interpretation to identify trends, monitor KPIs, and provide actionable recommendations for strategic decision-making.
- Designs and builds interactive dashboards using BI tools, translating complex data into clear, actionable insights for leadership.
- Partners with cross-functional business and technology teams to integrate Big Data frameworks and support recurring reporting needs

### Senior Contract Consultant I : March 2023- November 2025

- Duties include owning and implementing basic to moderately complex contract projects, developing business requirements, making contract revisions, and completing other contract-related tasks using acceptable project management tools and processes.
- Contributes to the development of and adheres to project timelines for contract-related milestones.
- Communicates project status to internal stakeholders, identifying potential project risks as necessary.
- Ensures project controls are in place throughout the lifecycle of the project on individually assigned tasks.
- Review technical specifications for basic to moderately complex contract projects and validates output to ensure business requirements have been met.
- Creates all post-implementation documentation associated with contract projects and ensures that project files are archived appropriately on Archer, Agility, and SharePoint.
- Conducts basic insurance contract research and analysis as directed; applies standard knowledge of data sources and applications in research.

### Performance Consultant II: March 2022- March 2023

- Responsible for monitoring the activities of in network shops, providing status updates, responding to shop concerns, managing complex issues, and collaborating with leadership to maximize production.
- Regular performance reviews of shop data metrics to drive results across vendors and to ensure compliance with brand standards.
- Focus on market driven trends i.e., Cycle Time, CLF, Customer Service, Reinspection results and pending.
- Monthly analysis of results to identify trends and determine areas of opportunity and anticipate market footprint assessment, maintenance, and secession planning.
- Proficiency with CCC and Tableau data platforms.

### Inside Moderate Property Adjuster: May 2021- March 2022.

- Review the policy and decide how coverage applies. Interpret policy wording and provide the customer with a detailed explanation of both the estimate and the policy.
- Communicate empathetically with customers and help them through their claim process in a fast, fair and easy manner.
- Conduct a detailed review of the property and write an estimate in Xactimate to capture the extent of the damages.
- Negotiate claim settlements with customers in accordance with business unit standard methodologies.
- Flexibility to work in a variety of environments - independently, within a team, face-to-face, and virtually.

## **Education & Certifications**

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### **Master of Science - University of Massachusetts Amherst**

- Major: Data Analytics - Studies in how to identify major business trends and analyze them using R and Python programming.

### **Bachelor of Arts - May 2019- Stockton University**

- Major: Psychology- Studies in statistical analysis, data gathering and reporting.

### **High School Diploma- June 2013- Egg Harbor Township High School**

References are available on request.

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