



## COMMONWEALTH INSURANCE ADVANTAGE

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### **Data Analytics Intern**

Fort Washington | Greater Philadelphia Area

Commonwealth is a market leader providing insurance brokers specializing in healthcare with multiple workers' compensation coverage options via several strategic insurance carrier partners. With an emphasis on fast, efficient service and a culture of finding a way to make tough deals work, we have a proprietary relationship with our chosen carriers and a trusted relationship with our brokers. In addition to workers' compensation coverage, Commonwealth Specialty Programs provide access to traditionally difficult to find liability coverage for both the emerging exposure of active shooter events as well as the shooting sports industry. To learn more about the company, visit <https://commonwealthinsure.com>.

### **The Role - Job Description**

We are looking for a driven Data Analytics Intern with basic understanding of data modeling and data preparation/cleanup. Under the supervision of our staff, the Data Analytics Intern can expect to participate in the preparation/analysis of data utilizing tools like Microsoft Excel and/or Google Sheets in conjunction with programming languages such as Python or R. You should be a motivated team player who can maintain efficiency and accuracy when multitasking. To be a strong candidate for a Data Analytics Internship, you should be collaborative, trustworthy, receptive to feedback, and eager to learn.

### **Data Analytics Intern Responsibilities include:**

- Shadowing members of the underwriting and accounting department as they perform their duties in order to understand the 'business' needs of an insurance organization
- Assisting with data preparation/cleanup so that it can be utilized effectively in the modeling process
- Working with data analysis programs, including research of potential options if house programs are not sufficient to complete task(s) as assigned
- Handling sensitive or confidential information with honesty and integrity
- Taking on additional tasks or projects to learn more about accounting and office operations

### **Data Analytics Intern Requirements**

- Data Analytics | Data Management degree a plus
- Strong analytical skills, with a passion for problem solving on the fly
- Aptitude for research, including what/how to solve particular problems as they develop
- Detail oriented approach to work
- High level of efficiency, accuracy, and responsibility
- Motivation and a strong desire to take on new challenges and learn as much as possible

### **Job posting closes: once filled**

Commonwealth Insurance is committed to working with and providing reasonable accommodations to job applicants and employees with physical or mental disabilities. If you believe you need a reasonable accommodation in order to complete any part of the application or hiring process, please send an email to [vadams@commonwealthinsure.com](mailto:vadams@commonwealthinsure.com). Reasonable accommodations will be determined on a case-by-case basis.

Commonwealth Insurance Advantage reserves the right to conduct a criminal background check, tailored to the requirements of a job, after a conditional employment offer is made. Unless otherwise required by law, we do not automatically exclude any applicant with a criminal conviction for a job or class or jobs.

### **We are an Equal Opportunity Employer**

We are an equal employment opportunity employer and are committed to developing a diverse workforce and provide an inclusive work environment where everyone is respected, valued, and appreciated. We have zero tolerance for all forms of unlawful discrimination, and we will not support any action or initiative that infringes upon any human right.

### **To Get Started, Please Send Us The Following Information:**

Provide a cover letter that includes:

1. Name, address, email and phone number
2. The specific internship position (listed at the top of this page) that you are interested in
3. Your current resume

### ***Send above to:***

Vanessa Adams at [vadams@commonwealthinsure.com](mailto:vadams@commonwealthinsure.com)

### ***If questions:***

Call Vanessa at 267-513-1976