Jervis Leo Xavier Rato

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EDUCATION

University of London, London, UK	Certificate in International Relations	2023
Glasgow College of Nautical Studies, Scotland, UK	Deck Watch Officer	2011
Glasgow College Of Nautical Studies, Scotland, UK	HND in Nautical Studies	2008
St. Xavier's College, Mumbai, India	Higher Secondary Certificate	2006
Don Bosco High School, Mumbai, India	Secondary School Certificate	2004

CERTIFICATION & SOFTWARE EXPERTISE

Microsoft Excel for Data (Office)	SQL
Google Sheets (Workspace/Suite)	Freshdesk
Asana & ClickUp	Python for Everybody Specialization
Excel Skills for Data Analytics Specialization	

EXPERIENCE

PROJECT MANAGER & DATA ANALYST, 40 PARABLES/STUDIO-C/GLOO   APRIL 2024 - FEB 2025

Worked with a US company that specializes in creating online interactive custom assessments

Project Management:

- Co-led a team of 9 people from various departments: Developers, Designers, Content Creators, and QA.
- Designed supplementary project management documents from scratch to dramatically increase visibility into workload, task priority and coordination.
- Created tutorials and training content on how to use tools like Asana, ClickUp, and others to help onboard and upskill the team and create greater inter-departmental mobility.
- Created a repository of all previous projects giving the company an overview of its past efforts, workload, and other useful parameters.
- Stepped up to communicate directly with clients on issues and responded to feedback tickets.

Data Analytics:

- Analysed data for 6 projects and oversaw client quarterly report design.
- Set up Google Analytics to better monitor website usage, drop-off rates, and overall user interaction.
- Designed analytics dashboards for client servicing stats on Freshdesk to bring clarity around the company's customer ticket response times and other stats.

FREELANCE DATA ANALYST   JULY 2022 - CURRENT

Worked with a UK-based procurement company specializing in bespoke procurement policies for clients by scoping suppliers and service providers, resulting in significant cost savings.

- Created useable data tables from disorganized data to facilitate supplier comparisons
- Stepped up to assist my client in communicating between suppliers to ascertain data viability and ensure smooth updates
- Resolved information conflicts and isolated outliers to ensure my client got the best deals
- Formulated dynamic charts to visualize differences between close competitors for easier and more effective decision-making
- Summarized salient insights to enable the client to make the best procurement decisions at a glance

EQUITY TRADER (Self-Employed)   JAN 2019 - CURRENT

- Maintained various databases and visualizations to notice trends across technical trading charts to facilitate decision-making
- Created compound indicators using TradingView Inc.'s Pine Script™ language to support decision-making

INTERN, UNITED NATIONS DEVELOPMENT PROJECT, BANGALORE   SEP 2019 - DEC 2019

Interned with the UNDP & the Karnataka State Government to help achieve Sustainable Development Goals in further education across the state government boards.

- Co-wrote a paper with infographics and data visualizations for the state departments of education and labor on the relevance of career education among 12th-grade students
- Created a database of responses from a sample size of 300 students across Karnataka to understand the positive impact of career education
- Worked with the UNDP's project DISHA in rural Karnataka to support underprivileged women to learn marketable skills and connect with income opportunities

SENIOR EDITOR, DUTA SOFTWARE, BANGALORE   OCT 2015 - SEP 2018

Worked as the senior content editor and training manager for a team of 5 writers for a digital news company. Specialized in global, technology, and entertainment-related news editing.

- Promoted from Content Editor to Senior Editor within two months of joining the company
- Enhanced publishing rate by 20% through automated editing routines created on MS Excel
- Established protocols to publish breaking news at the earliest
- Partnered with the Chief Editor in preparing for major news events
- Mentored content writing team to improve the relatability and noticeability of articles
- Interviewed local and international talent and familiarized them with systems, protocols, and processes

NAVIGATION OFFICER, MEDITERRANEAN SHIPPING COMPANY   SEP 2008 - SEP 2015

Specialized as a Navigating Officer at MSC - a world leader in container shipping offering global shipping services.

- Worked with people from across several cultures and over 25 countries
- Converted a physical tank capacity book to a digital copy in Excel to automate the process of calculating volumes based on tank soundings, saving valuable time