



Davide Rota

Administrative Manager | Operations & Business Support

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Availability: Immediate | Open to: Remote & International

Profile

Swiss professional with 15+ years in office administration, operations, and business management. Managed full administrative cycles for multiple companies: invoicing, accounting, budget management, client relations, vendor management, HR coordination, and financial oversight. Expertise in administrative procedures, document control, and database management. Experience with office software, business systems (Zoho, CRM, ERP), and workflow optimization. Currently preparing for the Swiss Federal Diploma as Business AI Specialist (exam 2026), applying AI tools to streamline administrative workflows. Fluent in Italian and English; intermediate French (B1) and basic German (A2). Available for office and remote positions in Switzerland, European Union, and international environments.

KEY QUALIFICATIONS

- 15+ years managing full administrative operations for international businesses
- Expertise in financial administration: invoicing, accounting, budgeting
- Proven track record in team coordination and HR management
- Advanced proficiency in office software and business systems
- Multilingual: Italian (native), English (fluent), French (B1), German (A2)

Languages

Italian (native)

English (fluent)

French (intermediate)

German (basic)

Professional Experience

Mercor	Remote, 2025 – Present
AI Prompt Design & Evaluation Specialist	
<ul style="list-style-type: none">• Design domain-specific prompts reflecting authentic business workflow.• Create rubrics and evaluate AI and human outputs for quality and accuracy.• Review peer tasks to improve data consistency and model reliability.• Apply administrative and operational insight to refine AI understanding.	
DataAnnotation	Remote, 2025 – Present
AI Content & Evaluation Specialist	
<ul style="list-style-type: none">• Write and refine prompts and responses to improve fluency and context.• Evaluate AI model outputs for accuracy, clarity, and naturalness across diverse topics.• Research and fact-check to ensure precise, high-quality AI responses.	
Hemplanet	Auroville, India, 2022 – 2025
Executive Director	
<ul style="list-style-type: none">• Oversaw full operations, finance, and business development for a sustainable brand.• Implemented digital systems to automate workflows.• Managed accounting, logistics, HR, and vendor relations, ensuring efficiency and compliance.• Scaled business operations, improving financial visibility and team coordination.	
Gastronomica	Auroville, India, 2020 – 2022
Operations Manager	
<ul style="list-style-type: none">• Managed a pasta production facility with retail and B2B distribution.• Oversaw procurement, invoicing, accounting, and client communication.• Coordinated a team of up to 10 and optimized financial and operational flows.	
Bread & Chocolate	Auroville, India, 2019 – 2020
Café Manager	
<ul style="list-style-type: none">• Directed daily operations for a 25-person café/bakery serving 1,000 + weekly customers.• Supervised staff scheduling, inventory, and cash handling.• Improved workflow efficiency and service quality.	
Solitude Farm	Auroville, India, 2018 – 2019
Farm & Café Operations Manager	
<ul style="list-style-type: none">• Managed daily operations, administration, and café• Organized volunteers, events while promoting sustainable food education.	
Ecometal SA	Mendrisio, Switzerland, 2011 – 2017
Sworn Precious Metal Assayer	
<ul style="list-style-type: none">• Performed high-precision analysis and compliance reporting under Swiss federal standards.• Managed documentation, QA, and internal reporting.	
BPS Suisse	Lugano, Switzerland, 2007 – 2010
Bank Employee	
<ul style="list-style-type: none">• Supported credit-department administration and payment flows.• Handled data entry, document control, and confidential records with accuracy.	

Skills

Core Competencies

- Business Administration
- Accounting & Invoicing
- Client Relations & Vendor Management
- HR Coordination & Team Management
- Document Management & Database Administration
- Compliance & Regulatory Reporting
- Process Optimization & Workflow Improvement
- Scheduling & Coordination
- Procurement & Budget Management

Technical Skills

- Microsoft Office Suite (Excel - Advanced, Word, PowerPoint)
- Google Workspace (Drive, Sheets, Docs, Gmail)
- Business Software: Zoho Books, CRM Systems, ERP Systems, Square
- Collaboration Tools: Notion, Wix, Canva
- AI & Automation: ChatGPT, Claude, Make.com, Zapier

Additional Competencies

- Problem-Solving
- Attention to Detail
- Time Management
- Adaptability
- Cross-Cultural Communication
- Client Service
- Conflict Resolution
- Critical Thinking

Education

Digital Strategies Academy

Remote, 2025 – Present

Preparation for Business AI Specialist (Federal Diploma 2026)

Federal Office for the Control of Precious Metals (BCMP) Switzerland, 2015

Diploma as Certified Precious Metal Assayer

SCC Bellinzona

Switzerland, 2007

Commercial High School Diploma

Certifications

IBM - AI Foundations for Business | 06/2025

Credential: W7U5L4RTAK90 | [View Certificate](#)

Vanderbilt - Agentic AI and AI Agents for Leaders Specialization | 07/2025

Credential: W183YBN7NYOO | [View Certificate](#)

Google IT Support | 05/2025

Credential: LHW6WQNARXN1 | [View Certificate](#)

IBM - Introduction to Cybersecurity Essentials | 05/2025

Credential: DAECGFEEAUJMR | [View Certificate](#)

Great Learning Academy - Applications of AI | 05/2025

Credential: YQNJEIYJ | [View Certificate](#)