

# Sheethal Shivakumar

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## SUMMARY

Results-oriented Analyst/Project Manager with over two years of experience in data analysis, business process improvement, system implementation, and project coordination. Proven ability to translate business requirements into functional and technical specifications. Skilled in supporting enterprise data workflows, data validation, and fostering cross-functional collaboration in Agile environments. Proficient in **SQL, Python, Excel, Power BI, Tableau, and JIRA**. Currently advancing expertise in databases, software systems, and application development via a Postgraduate Certificate. Familiar with **Basel Frameworks**.

## SKILLS

**Business Analysis & Tools:** Requirements Gathering, BRD Documentation, Use Case Modeling, Gap Analysis, Agile/Scrum, JIRA, MS Project

**Technical Skills:** SQL, Python (Pandas, NumPy, Seaborn), Tableau, Excel (Advanced), Relativity, Sightline, Power BI

**Data & Systems:** Data Mapping, ETL, Data Quality Checks, OCR & Indexing, Search Term Reporting

**Domain Knowledge:** eDiscovery, Basel Capital Frameworks

## WORK EXPERIENCE

### Unitedlex

Bengaluru, India

Associate Project Manager

Sept 2023 to Apr 2024

- Interfaced with internal and client stakeholders to gather business requirements, document workflows, and track deliverables using **Agile** methodologies.
- Converted high-level business needs into actionable tasks; created and maintained documentation including STRs and project plans.
- Supported systems integration and end-to-end project lifecycle for eDiscovery platforms with quality assurance processes.
- Managed search queries, metadata indexing, and document production through platforms like Relativity and **Excel**.
- Utilized **Power BI** to create interactive dashboards for tracking project metrics, task completion rates, and team productivity.
- Performed document TIFFing/OCR and managed search queries, indexes, and Search Term Reports (STRs).
- Leveraged **JIRA** to monitor progress, resolve issues, and maintain **project traceability**.
- Provided client support with attention to details for hosted applications and contributed to processing documentation and internal communication.

### Consilio LLC

Bengaluru, India

Data Analyst

May 2021 to Sept 2023

- Collaborated with the Data Mapping team under the Data Operations division, leveraging **Microsoft SQL Server**, **Microsoft Excel**, **Power BI** to process and host third-party datasets into Consilio's internal databases.
- Recognized as part of the "Best **Team**" during the Annual Consilio World Event for **exceptional performance and collaboration**.
- Created Power BI dashboards to analyze dataset types and identify opportunities for acquiring additional relevant data.
- Collaborated with cross-functional teams to process and map complex third-party datasets into internal databases using **SQL** and **Excel**.
- Facilitated data ingestion, cleansing, load file generation, and validation to support high-volume eDiscovery and litigation support.
- Facilitated seamless coordination between onsite and offshore teams to manage project deliverables and ensure timely, accurate data delivery in line with client requirements. Utilized **SharePoint** for audit documentation, JIRA for issue tracking, and **Excel**-based trackers for internal status monitoring.
- Developed and maintained **Power BI dashboards** to visualize project **KPIs**, workload distribution, and client deliverable timelines.
- Managed data loading and administrative operations in Relativity and Sightline (Consilio's proprietary platform), including searches, workspace setup, TIFFing, and export functionalities.
- Supported project managers by handling custom tasks aligned with business **priorities**, ensuring efficient data workflows and timely client **deliverables**.

## PROJECTS

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- **Air Pollution Prediction using Machine Learning -**  
Applied regression and classification models to predict pollution levels.  
Published in Springer: [https://link.springer.com/chapter/10.1007/978-981-16-3342-3\\_2](https://link.springer.com/chapter/10.1007/978-981-16-3342-3_2)
- **Smart Irrigation using Arduino -**  
Developed an IoT-based water conservation system.
- **Bluetooth Low Energy (BLE) Implementation for Hospital Navigation -SIH(Smart India Hackathon)-**  
Created a hospital navigation solution with Bluetooth BLE Beacons for patients as part of Smart India Hackathon.

## EDUCATION

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|---|-------------------------|----------------------|
| • <i>Postgraduate in Computer Software &amp; Database Development</i> | <i>Loyalist College</i> | <i>December 2025</i> |
| • <i>Post Graduate Program in Data Science</i>                        | <i>IIBM</i>             | <i>August 2021</i>   |
| • <i>B.Tech in Information Science &amp; Engineering</i>              | <i>Nitte University</i> | <i>August 2020</i>   |