

Shauntalle Orlando

AI Automation Specialist

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Summary

AI Automation Specialist & No-Code Expert helping businesses eliminate manual work and scale efficiently. Certified in Zapier, Make.com, n8n, GoHighLevel, WordPress, and Prompt Engineering. I build reliable end-to-end workflows that connect apps, automate CRM pipelines, capture leads, and integrate AI—saving clients 10-30+ hours/week. Detail-oriented, fast learner, and collaborative—ready to deliver practical, documented solutions for remote teams.

Experience

Salesforce CRM, Administration and Development Trainee - Internship

Isabela State University, Mar 2025 – May 2025

- Used CRM systems for user management, data review, and system configuration.
- Assisted in handling system issues and basic troubleshooting tasks.
- Developed skills in documenting processes and following structured workflows.
- Gained experience working with reports, dashboards, and customer-related data.
- Demonstrated adaptability in learning enterprise systems and support tools.

Capstone and Research Project - Group Leader

Isabela State University, Feb 2024 – Dec 2024

- Led and coordinated a team in developing a web-based information system.
- Managed task assignments, documentation, and progress tracking.
- Communicated project updates clearly and resolved team concerns.
- Ensured system accuracy and usability aligned with real-world office needs.

Education

Isabela State University (ISU) - Main Campus

San Fabian, Echague, Isabela, 2021 – 2025

- Bachelor of Science in Information Technology

La Paz National High School - General Academic Strand (GAS)

La Paz, Cabatuan, Isabela, 2019 – 2021

- 3.6 GPA, Auditor - School Safety Response Team (SSRT)

La Paz National High School - Junior

La Paz, Cabatuan, Isabela, 2015 – 2019

Certification

Prompt Engineering

Paid Course, January 2026

- Fundamentals, Anatomy of a Good Prompt, Prompt Techniques, Tools/Templates/Libraries and building Prompt Workflow.

Zapier

Paid Course, January 2026

- Interface, Triggers, Formatter, Delay, Filter, Paths, Looping, Sub-Zaps, Webhooks, and AI by Zapier.

Make.com

Paid Course, January 2026

- Interface Walk-through, Scenarios, Structure, Filters, Triggers, Connecting Apps, Actions, Error Handling, and HTTP Requests.

N8n

Paid Course, January 2026

- Setup n8n server, API's, AI Agent, Popular Triggers/Popular Actions, Filtering, Conditions, Branching, Looping, and Merging Data.

Wordpress.org

Paid Course, January 2026

- Setting Up Hosting and Domain, Wordpress Installation, Administration, and Web-page Building with Elementor.

GoHighLevel

Paid Course, January 2026

- AI Agents, CRM, Pipeline Management, Funnels & Website Builder, Surveys/Forms, Booking, Appointments, Courses, Products Tracking & Analytics, and Communities. with API Integrations.

Skills

- **Hard:** No-Code Automation Platforms, GoHighLevel CRM, Wordpress Web Development & Automation, Prompt Engineering & AI Integration, API & Data Handling, Workflow Design & Optimization.
- **Soft:** Client-Centric Listening, Clear Communication, Problem-Solving & Resourcefulness, Adaptability, Continuous Learning, Logical Thinking, and Detail-Oriented.
- **Tools:** HTML/CSS/JS, Slack, Google Forms/Sheets/Calendar/Drive/Docs, Elementor, OpenRouter(OpenAI, Grok, Gemini).