

# JONLEE JAMES R. NAVIO

Oas, Albay | 4505 | naviojonleejames@gmail.com | 09917226275

## SUMMARY

Tech-driven and analytical AI & Automation Specialist with hands-on experience in designing and maintaining no-code workflows using Make.com, Zapier, and n8n. Skilled in integrating AI tools such as ChatGPT, Claude, and Gemini to automate processes, streamline operations, and enhance productivity. Proficient in light scripting with Python and JavaScript for advanced workflow customization. Passionate about building scalable systems and continuously exploring new AI technologies to optimize business efficiency.

## EXPERIENCE

<b>Liberty Music PR</b>	Brighton, United Kingdom
<i>AI Automation &amp; Workflow Support</i>	Aug 2024 – Sept 2025
• Collaborated on AI-integrated automation workflows using Make.com and Monday.com.	
• Evaluated AI-generated content for clarity and factual accuracy before client delivery.	
• Documented workflow steps and flagged inconsistencies to ensure output reliability.	
• Helped optimize content generation, saving the team 5–8 staff-hours weekly.	
<b>Sutherland Global Services</b>	Pili, Camarines Sur
<i>IT Deskside Support Intern</i>	February 2025 - May 2025
• Conducted troubleshooting, data validation, and system documentation for internal users.	
• Maintained asset tracking and database reports, ensuring data consistency and accuracy.	
• Assisted in identifying recurring issues and contributed to process improvement initiatives.	
<b>Ollopa Game Studio Department</b>	Quezon City
<i>Game Development Intern</i>	February 21, 2025 - March 8, 2025
• Labeled and organized digital assets within project management systems.	
• Reviewed and documented gameplay data to ensure logical flow and clarity.	
• Collaborated with creative teams to analyze and refine user experience data.	

## EDUCATION

<b>BICOL UNIVERSITY POLANGUI</b>	Polangui, Albay
<i>Bachelor of Science in Information Technology</i>	June 2025
• GPA: 1.68   Cum Laude	

## CERTIFICATIONS

<b>JAVA Programming NC III</b>	March 2025
<i>Technical Education and Skills Development Authority (TESDA)</i>	
<b>Data Analytics Essentials</b>	June 2025
<i>Cisco Networking Academy</i>	
<b>Python Essentials 1</b>	July 2025
<i>Cisco Networking Academy</i>	

## TECHNICAL SKILLS

- **Automation Platforms:** Make.com, Zapier, n8n, Monday.com, Airtable
- **AI Tools:** ChatGPT, Claude, Gemini (prompt automation, data parsing)
- **Programming:** Java, Python, JavaScript, SQL, PHP, Node.js (basic)
- **Data & Visualization:** Excel, Tableau, Power BI
- **Documentation & Collaboration:** Notion, Google Workspace, Figma, Canva

## CORE STRENGTHS

- Workflow Automation • API Integration • Problem Solving • Process Optimization •
- Analytical Thinking • System Documentation • Continuous Learning • Independent Work