

JONLEE JAMES R. NAVIO

AI Automation Specialist | Workflow Engineer | No-Code / Low-Code Automation

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SUMMARY

AI Automation Specialist with hands-on experience designing, deploying, and maintaining end-to-end automation workflows using Make.com, n8n (self-hosted), and Zapier. Skilled in integrating LLM-powered systems (ChatGPT, Claude, Gemini) with APIs, databases, and productivity tools to reduce manual work and improve operational efficiency. Comfortable with light backend scripting (Python, JavaScript), structured AI outputs, and workflow monitoring. Focused on building scalable, reliable, and well-documented automation systems.

CORE COMPETENCIES

End-to-End Workflow Automation • AI Workflow Engineering & Prompt Design • API & System Integration (OAuth, Webhooks) • Data Processing & Reporting Pipelines • Error Handling, Monitoring & Alerts • Process Documentation & SOP Creation

TECHNICAL SKILLS

- **Automation Platforms:** Make.com, n8n (Self-Hosted), Zapier
- **AI & LLM Systems:** ChatGPT, Claude, Gemini, Structured Outputs (JSON, Prompt Automation)
- **Programming & Backend:** Python, JavaScript, SQL (PostgreSQL/MySQL), Java (foundational)
- **Data & Reporting:** Excel, Google Sheets, Tableau, Power BI
- **Documentation & Collaboration:** Google Workspace, Notion, Figma, Canva
- **Infrastructure & Integration:** Webhooks, OAuth 2.0, Docker (basic), Linux (Ubuntu)

EXPERIENCE

Liberty Music PR — AI Automation & Workflow Support (Project-Based)

Brighton, United Kingdom | Aug 2025 – Sept 2025

- Designed and supported AI-integrated automation pipelines using Make.com and Monday.com.
- Automated data processing and reporting workflows, reducing manual workload by 5–8 staff-hours weekly.
- Evaluated AI-generated outputs for accuracy, clarity, and consistency prior to client delivery.
- Documented workflow logic, edge cases, and operational steps to ensure maintainability.
- Identified workflow inconsistencies and implemented optimizations to improve reliability.

PROJECTS

AI-Powered Food Order Processing System

- Trigger: Manual order handling and errors from chat-based food orders
- Tools: N8N, Facebook Messenger, Telegram, OpenAI, Google Sheets, calendar-based rules
- Result: Automated order intake, enforced business hours and menu rules, reduced staff workload, and ensured accurate order records

Automated Daily Ad Campaign Data Processing & Reporting System

- Trigger: Manual daily extraction and reporting of Meta ad campaign performance
- Tools: Make.com, Meta Ads API, Monday.com, Google Sheets, AI validation
- Result: Automated daily data extraction and reporting, reduced errors, saved 5–8 staff-hours weekly, and improved decision-making speed

Expense Tracking System with Telegram, OpenAI & Google Sheets

- Trigger: Manual and inconsistent expense logging from unstructured messages
- Tools: Telegram Bot, OpenAI, Google Sheets, Gmail
- Result: Enabled natural-language expense logging, generated structured records automatically, and minimized logging errors

Messenger Assistant for Community Management

- Trigger: High volume of repetitive Facebook Messenger inquiries
- Tools: Facebook Messenger, OpenAi, Google Sheets logging
- Result: Improved response consistency, reduced manual message handling, and enabled organized conversation tracking

CERTIFICATIONS

JAVA Programming NC III

Technical Education and Skills Development Authority (TESDA)

Python Essentials 1

Cisco Networking Academy

March 2025

July 2025