

JONLEE JAMES R. NAVIO

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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

Liberty Music PR <i>AI Automation & Workflow Support</i>	Brighton, United Kingdom Aug 2024 – Sept 2025
<ul style="list-style-type: none">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.	
Sutherland Global Services <i>IT Deskside Support Intern</i>	Pili, Camarines Sur February 2025 - May 2025
<ul style="list-style-type: none">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.	
Olopa Game Studio Department <i>Game Development Intern</i>	Quezon City February 21, 2025 - March 8, 2025
<ul style="list-style-type: none">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

BICOL UNIVERSITY POLANGUI <i>Bachelor of Science in Information Technology</i>	Polangui, Albay June 2025
<ul style="list-style-type: none">GPA: 1.68 Cum Laude	

CERTIFICATIONS

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

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