



RALDZ BORJA

📍 Navotas City, Philippines
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Automation Developer / Data Analyst /
Freelance Web Developer

WORK EXPERIENCE

REMOTE WORK Jul 2024 - Present

Freelance

- Design, develop and implement automated email marketing campaigns using Zoho Marketing Platform
- Collaborate with content creators, designers, and copywriters to develop engaging email content, including subject lines, body text, images, and calls-to-action.
- Create Sales Funnels using GoHighLevel and Systeme.io Platforms

COGNIZANT Remote Jan 2020 - Jun 2024

RPA Automation Developer / Production Support

- Design, Develop, Test and Implement Automation Workflows using Automation Anywhere (A360).
- Create Process and End-User Documentation.
- Build re-usable components.
- Schedule & Monitor Bots in Production.
- Coordination with Business Process Owners for Bot Failures and Exceptions.
- Identify Issues and Investigate Root Cause of Bot Errors or Exceptions.
- Troubleshoot / Fix Bot Failures and Issues.
- Team Leadership and Team Management

COGNIZANT Pasig City, Philippines Jan 2019 - Jan 2020

RPA Production & Platform Support

- Schedule & Monitor Bots in Production.
- Coordination with Business Process Owners for Bot Failures and Exceptions.
- Identify Issues and Investigate Root Cause of Bot Errors or Exceptions.
- Coordinate with Application Team for any issues that affects bot performance.
- Migrate Bot Codes into Test and Prod Regions.
- Setup and Configuration of Bot Virtual Machines.
- Platform Administration (UiPath)

COGNIZANT Pasig City, Philippines Jan 2013 - Jan 2019

Data & Reports Analyst / Automation Developer

- Creation of Tools for Metrics Analysis and Performance Tracking for BPO Operations Process.
- Database Management.
- Collection of Data, Query of Data using SQL, Data Transformation & Trend Analysis.
- Create Data Visualization.
- Prepare and Publish Reports / Dashboard.
- Report Automation and Development.
- Communicate with Stakeholders and Business Leaders.

ABOUT ME

I am an experienced professional with 10+ years of proven expertise specializing in Data Analysis, Reports Automation, and Robotics Process Automation (RPA) Development and Production Support. My proficiency in leveraging advanced tools to automate repetitive tasks allows me to streamline processes and enhance data accuracy. I excel in transforming complex data into actionable insights, driving strategic decision-making with precision and efficiency.

SKILLS

AUTOMATION ANYWHERE | UIPATH
VBA | EXCEL MACROS | SQL
MYSQL | POWERAPPS | POWERBI
TABLEAU | FIGMA | HTML | CSS
JAVASCRIPT | PHP | WORDPRESS
ELEMENTOR | GOHIGHLEVEL | ZOHO

CERTIFICATIONS

Automation Anywhere Certified
Advanced RPA Professional
(AAADVC-25466003)

PERSONAL DETAILS

Birthdate:
November 24, 1989

Civil Status:
Single

Nationality:
Filipino

Languages:
English, Tagalog

LINKS

LinkedIn:
<https://linkedin.com/in/raldz-borja-a2736961>

WNS GLOBAL SERVICES
Quezon City, Philippines
Jan 2012 - Oct 2012

Finance Associate

- Receives asset transfer request documents from client, financial advisors & financial firms.
- Process all transfer of mutual fund assets between custodians, ensuring accuracy and timeliness.
- Money movement includes exchanges, transfers of shares to another financial firm, liquidation of assets going to another financial firm or institution.
- Ensure that the request documents are in good order and process it accurately within time standard.
- Other task includes case assignment to team members.

HEADSTRONG
Makati City, Philippines
Apr 2011 - Dec 2011

Data Entry Associate

- Analyze client scanned PDF documents like Client Application forms, Power of Attorney forms & Trustee Certificate forms.
- Ensure that the documents are in good order.
- Migrate required data into the Client Database System.

EDUCATION

OUR LADY OF FATIMA UNIVERSITY
Valenzuela City, Philippines
2010

Bachelor of Science in Nursing

- PH Registered Nurse (Inactive License)

COURSES / BOOTCAMP / WEBINARS / SEMINARS

Udemy	●	Figma UI UX Design Essentials
Udemy	●	The HTML & CSS Bootcamp 2024 Edition
Udemy	●	Become a WordPress Developer: Unlocking Power With Code
Udemy	●	The Complete 2024 Web Development Bootcamp
Udemy	●	The Ultimate MySQL Bootcamp: Go from SQL Beginner to Expert
Udemy	●	Tableau Desktop for Data Analysis & Data Visualization
Udemy	●	Microsoft Power BI Desktop for Business Intelligence
Funnel Mastery Academy	●	How To Become A Funnel Designer using Systeme.io
Home-Based Connect	●	GoHighLevel Funnel & Membership Site Building