



RALDZ BORJA

- Navotas City, Philippines
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- <https://workwithborj.com>

Automation Developer / Data Analyst / Freelance
Web Developer / Tech VA

WORK EXPERIENCE

FREELANCE

Jul 2024 - Present

Web Developer / Automation Developer

- Automated email marketing campaign workflows on Marketing Platforms like Zoho improving campaign efficiency by 40%.
- Developed Web Applications, Static Websites, Landing Pages, WordPress sites, focusing on responsiveness and speed.
- Built automation workflows in GoHighLevel, and Zapier, n8n, Make

COGNIZANT

Remote

Jan 2020 - Jun 2024

Robotics Process Automation (RPA) Developer

- Collaborated with Business Analysts and Stakeholders to identify, document, and assess processes for automation opportunities, requirements, feasibility and ROI.
- Designed, Developed, and Deployed end-to-end Automation Workflows using Automation Anywhere (A360) to automate repetitive and rule-based tasks.
- Built Re-usable Automation Components and maintained scalable bot architecture.
- Created detailed Process Maps, End-to-End Automation Solution Design and End-User Documentation.
- Troubleshoot bot failures and implemented fixes, improving stability and uptime
- Team Leadership and Team Management
- Led code reviews and enforced coding best practices across the RPA team

COGNIZANT

Pasig City, Philippines

Jan 2019 - Jan 2020

Robotics Process Automation (RPA) Production & Platform Support

- Managed bot scheduling, reporting, and monitoring in production environments
- Investigated and resolved bot errors through root cause analysis and cross-team collaboration
- Maintained internal knowledge bases and created troubleshooting guides for L1 support teams
- Handled bot code migration across test and production regions
- Set up and configured virtual machines to host and deploy RPA bots
- Supported platform administration tasks within UiPath ecosystem

COGNIZANT

Pasig City, Philippines

Jan 2013 - Jan 2019

Data & Reports Analyst / Automation Developer

- Developed automated Excel-based tools using VBA to streamline performance tracking and metrics analysis for BPO operations, significantly reducing manual workload.
- Managed databases and performed data collection, querying, and transformation using SQL
- Created dashboards and visual reports to identify trends and support decision-making
- Automated reporting workflows using Excel VBA and macros, improving report accuracy & efficiency.
- Built and published interactive dashboards with Power BI and Excel

ABOUT ME

I'm a tech-savvy professional with 12 years of corporate experience in the BPO and Tech industries, where I've worked across lines of business such as Banking and Finance, Insurance, and Retail.

I specialize in Data Analysis, Reports Automation, Task Automation, Robotics Process Automation (RPA), Customer Service, Tech and Operations Support. Alongside this, I also have a strong passion for coding, designing and building websites, and creating web applications.

TECHNICAL SKILLS

Automation & RPA:

Automation Anywhere, UiPath, Zapier, Make, N8N, Flowise, Power Automate

Data Analysis:

Power BI, MySQL, Excel, Excel VBA / Macros

Web Development:

HTML, CSS, JS, React, Supabase, WordPress, Elementor, WooCommerce

UI Design:

Figma, Canva

Others:

Git, API Integration

PERSONAL DETAILS

Birthdate:
November 24, 1989

Civil Status:
Single

Nationality:
Filipino

Languages:
English, Tagalog

LINKS

LinkedIn:
<https://www.linkedin.com/in/raldzb orja/>

CERTIFICATIONS

Automation Anywhere Certified
Advanced RPA Professional
(AAADVC-25466003)

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

HEADSTRONG
Makati City, Philippines
Apr 2011 - Dec 2011

- Finance Associate**
 - Processed mutual fund asset transfers between custodians, ensuring accuracy and compliance with time standards
 - Handled money movements, including share transfers, exchanges, and asset liquidations
 - Verified forms & documents from clients, financial advisors, and institutions for completeness and correctness
 - Assigned cases to team members and supported efficient workload distribution
- Data Entry Associate**
 - Reviewed and analyzed scanned documents including application forms, power of attorney, and trustee certificates
 - Verified document accuracy and compliance before data processing
 - Accurately migrated validated information into the client's database system

EDUCATION

OUR LADY OF FATIMA UNIVERSITY
Valenzuela City, Philippines
2010

- Bachelor of Science in Nursing**
 - PH Registered Nurse (Inactive License)

PROFESSIONAL DEVELOPMENT

- Web Development & Programming**
 - [The HTML & CSS Bootcamp 2024 Edition](#) - Udemy
 - [Shopify for Beginners - The Complete Shopify Course](#) - Udemy
 - [Build eCommerce websites with WordPress & WooCommerce](#) - Udemy
 - [Become a WordPress Developer: Unlocking Power With Code](#) - Udemy
 - [WordPress 2025: The Complete WordPress Website Course](#) - Udemy
 - [The Complete 2024 Web Development Bootcamp](#) - Udemy
 - [The Complete JavaScript Course 2025: From Zero to Expert](#) - Udemy
 - [The Ultimate React Course 2025: React, Next.js, Redux, Tailwind CSS](#) - Udemy
 - [Basic Web Development Workshop](#) - Zuit Coding Bootcamp
- UI/UX Design**
 - [Figma UI UX Design Essentials](#) - Udemy
 - [Figma UI UX Design Advanced](#) - Udemy
 - [Master Figma from 0 to 100](#) - Domestika
 - [Innovative Web Design in Figma](#) - Domestika
 - [Web Design with Figma: Building Striking Compositions](#) - Domestika
- Data Analysis**
 - [The Ultimate MySQL Bootcamp](#) - Udemy
 - [Microsoft Power BI Desktop for Business Intelligence](#) - Udemy
 - [Business Intelligence With Power BI Desktop](#) - Data Analytics Philippines
 - [Microsoft Office Specialist: Excel Associate](#) - Data Analytics Philippines
 - [MySQL Querying Fundamentals](#) - Data Analytics Philippines
- Automation / No-Code Tools**
 - [The Complete Zapier Course: From Beginner To Expert \(2025\)](#) - Udemy
 - [AI Automation: Build LLM Apps & AI-Agents with n8n & APIs](#) - Udemy
- Others**
 - [GoHighLevel Funnel & Membership Site Building](#) - Home-Based Connect