JOHN EARL F. ALQUIZA

AI Automation Specialist | Dubai, UAE

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PROFESSIONAL SUMMARY

AI Automation Specialist with hands-on experience building 15+ AI automation and AI-assisted projects, including 11 workflow automation systems across n8n, Make.com, and Zapier. Skilled in RAG chatbots, voice AI workflows, lead enrichment pipelines, CRM automation, REST APIs, webhooks, LLM orchestration, AI agents, and business process automation. Backed by 6+ years of sales operations and technical support experience, bringing practical business process knowledge into automation design.

CORE SKILLS

Automation Platforms: n8n, Make.com, Zapier, GoHighLevel CRM (no-code / low-code)

AI & LLM Integration: OpenAI API, Anthropic API, Google Gemini, Prompt Engineering, RAG Systems, LLM Orchestration, AI Agents

Technical Integration: REST APIs, Webhooks, ETL, Data Integration, JSON, Google Vertex AI, Vector Databases, Data Pipeline Design

Tools & Platforms: VS Code, Claude Code, Codex, OpenCode, GitHub, Google Workspace, Supabase, Airtable, Vapi, Asana CRM, Infor Cloud ERP

Process & Operations: Business Process Automation, AI Implementation, Order Lifecycle Management, Cross-functional Coordination

PROJECTS

Full Portfolio: sefi-automates.vercel.app

AUTOMATION PROJECTS

RAG-Based Employee Handbook Chatbot | April 2026

n8n · Google Drive · Supabase Vector Store · Google Vertex AI Embeddings · Google Gemini

Production-ready RAG system with live document sync — auto-embeds new Google Drive files via Vertex AI into Supabase vector store, enabling accurate chatbot responses against a live knowledge base with automatic file archival on update.

Voice AI Appointment Setter | April 2026

n8n · Vapi · Google Gemini · Google Calendar · Airtable

AI voice agent for autonomous scheduling — handles inbound phone calls via Vapi, checks calendar availability in real time, and books, updates, or cancels appointments while logging conversation data to Airtable.

Automated Lead Enrichment Pipeline | March 2026

Zapier · Apollo · Google Sheets · Slack · Gmail

Automated end-to-end lead qualification workflow — captures web form submissions, enriches via Apollo API, applies conditional logic to classify leads by company size and founding year, and routes high-priority leads to Google Sheets + Slack + email.

Asana CRM Multi-Branch Automation | March 2026

Zapier · Asana · Google Drive · Gmail · Google Gemini

Five-branch CRM workflow triggered by Asana task status changes — routes to distinct action sequences including AI-generated welcome PDFs, follow-up email sequences with delays, and AI-powered service recommendations on deal closure.

Intelligent Email Attachment Processor | March 2026

Make.com · Gmail · Google Gemini · Google Drive · Google Sheets

Automated document classification and filing system — scans incoming emails for attachments, uses Gemini AI to generate descriptive filenames, organizes files in Drive, logs metadata to Sheets, and sends client summaries.

Xero to Asana Transaction Reporter | March 2026

Make.com · Xero API · Asana · Google Sheets

Cross-platform financial reporting automation — triggers on Asana task completion, retrieves and iterates Xero transactions via API, exports to CSV, and attaches directly to the originating task.

OTHER TECHNICAL PROJECTS

Pre-order Management System | May 2026

React · SQLite

Offline browser-based dashboard for managing pre-orders in a collectibles business — handles customer orders, item details, payment status, and daily workflow tracking.

Signal Validation & Paper-Trading Terminal | May 2026

Python · FastAPI · SQLite

Local paper-trading terminal for testing trading signals, strategy routes, risk controls, and execution logic in a simulated environment prior to live deployment.

Sort of Life | May 2026

React Native · Expo · SQLite

Mobile life and habit tracking app for goals, journaling, routines, and life-area balance.

WORK EXPERIENCE

AI Automation Specialist | March 2026 – Present

Freelance / Self-Employed — concurrent with full-time role at Interplast

Delivered 11 production-ready automation systems across n8n, Make.com, and Zapier — covering RAG chatbots, voice AI scheduling, CRM multi-branch workflows, lead enrichment pipelines, and cross-platform financial reporting.

Integrated OpenAI, Anthropic, and Google Gemini APIs with external platforms via REST APIs and webhooks, implementing LLM orchestration and prompt engineering patterns for business-specific use cases.

Built RAG knowledge base systems using Supabase vector database, Google Vertex AI embeddings, and Google Drive document sync — enabling accurate, real-time chatbot responses against a live, self-updating knowledge base.

Designed and delivered automation workflows for sales operations, CRM management, lead qualification, and document processing — validating each system end-to-end before delivery.

Sales Coordinator | April 2024 – Present

Interplast Co. Ltd. — Dubai, UAE

Managed end-to-end order lifecycle for 20+ weekly customer orders across 40 active clients using CRM and Infor Cloud ERP — from quotation generation through delivery confirmation.

Coordinated daily operational workflows across a 4-person sales team and Division Manager, supporting cross-functional reporting across sales, stores, and production.

Mitigated shipment risk by verifying customer credit facilities before every dispatch, preventing unauthorized deliveries across 50+ monthly shipments.

Identified and resolved order discrepancies prior to dispatch, reducing reprocessing delays and protecting delivery timelines.

Escalated and tracked customer complaints through QA and Production channels, ensuring 90%+ closure rate within defined SLA windows.

Maintained structured documentation, invoicing records, and audit trails to support operational compliance and traceability across 100+ monthly transactions.

Technical Support | September 2019 – June 2023

NTA Energy Solutions Corporation — Quezon City, Philippines

Executed SCADA system testing, commissioning, and integration for 20 substations and power facilities, ensuring secure and reliable data transmission.

Delivered end-to-end on-site engineering services across 15+ project sites — covering site surveys, cable laying, equipment termination, and data cabinet installation.

Validated RTUs, I/O modules, and metering equipment against project specifications prior to deployment, supporting 30+ successful project handovers.

Developed technical documentation covering system operation, diagnostics, and troubleshooting procedures across 10+ major systems.

Managed project materials, requisitions, and quality inspections to maintain uninterrupted execution across active deployments.

Systems Administrator Trainee | June 2018 – December 2018

Sandman Software Systems Inc. — Quezon City, Philippines

Administered Windows and Linux environments for 15+ users, including virtual machine provisioning and user account lifecycle management.

Installed and configured CentOS Server, Raspbian OS, and pfSense firewall systems across multiple environments from baseline to production-ready state.

Executed scheduled system backups and recovery procedures to ensure data integrity across all managed systems.

Managed DHCP configuration and IP address registration for 20+ endpoints within firewall-controlled network environments.

CERTIFICATIONS

Technical Virtual Assistants PH | March – April 2026

No-Code Automation with Zapier

No-Code Automation with Make.com

AI Automation with n8n (Full Training)

Prompt Engineering (Full Training)

GoHighLevel Certification (In Progress – June 2026)

EDUCATION

Bachelor of Science in Computer Science | 2013 – 2017

Dr. Carlos S. Lanting College — Quezon City, Philippines

LANGUAGES

English — Conversational

Tagalog — Native