

RAMON MIKHAIL J.

AI AUTOMATION SPECIALIST
| SOLUTIONS ENGINEER
| WORKFLOW ARCHITECT

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EXPERTISE

AUTOMATION & AI

- n8n • Make.com • Zapier
- OpenAI • Claude • Gemini
- AI Agents • Prompt Engineering

SYSTEMS & DATA

- Airtable • Supabase • Google Sheets
- ClickUp • Asana • Notion

CRM & MARKETING

- HubSpot • GoHighLevel • ManyChat
- Mailchimp • WooCommerce

INTEGRATION & DEVELOPMENT

- REST APIs • Webhooks • JSON
- OAuth • JavaScript (Basic)

ANALYTICS & REPORTING

- Looker Studio • Power BI
- Google Analytics

DESIGN & CONTENT

- Adobe Creative Suite
- WordPress • Canva

CERTIFICATIONS

- Google Project Management Certificate
- Google AI Essentials Certificate
- Google Ads Search Certificate
- HubSpot Inbound Certificate

PROFESSIONAL SUMMARY

Automation Specialist and Solutions Engineer with experience designing AI-powered workflows, integrating business systems, and optimizing operations for agencies, eCommerce brands, and service businesses. I build scalable automation using APIs, low-code platforms, and AI to eliminate manual work, improve decision-making, and enable teams to focus on high-value tasks.

EXPERIENCE

- Digital Solutions Specialist (Full-Time)** Feb 2023 – Jun 2026
Taktika Digital Solutions
 - Designed and implemented AI-powered automation solutions across marketing, sales, and operations, eliminating repetitive manual tasks.
 - Integrated CRMs, databases, and third-party APIs using Make.com, Zapier, n8n, Supabase, and AI services.
 - Built intelligent workflows for lead management, reporting, content production, and client communication.
 - Managed digital transformation projects from discovery to deployment and optimization.
 - Monitored performance and continuously improved workflows, increasing efficiency and reliability.
- Digital Marketing Assistant (Part-Time)** Mar 2022 – Jan 2023
Dakota Ridge Marketing
 - Automated media production and operational workflows, reducing manual effort and turnaround time.
 - Created multimedia content aligned with brand strategy and campaign goals.
 - Supported technical execution for client projects and product operations.
- Online Brand Manager (Part-Time)** Jul 2019 – Dec 2021
Cannaroo LLC
 - Managed and optimized eCommerce site design, digital assets, and CRM tools.
 - Developed targeted social media content and email campaigns that improved engagement and conversions.
 - Conducted market research and implemented data-driven marketing strategies.
- Graphic Designer (Part-Time)** Jul 2019 – Dec 2021
Froggy Idea, LLC
 - Created graphic designs for print and digital media for various clients.
 - Produced digital assets for web, social media, and marketing materials.
 - Supported end-to-end production management to ensure timely delivery.

SELECTED PROJECTS

Restaurant Operations Automation

Automated POS reporting, inventory tracking, and sales dashboards using Make.com, Google Sheets, and APIs.

Recruitment Automation

Designed candidate screening, notification, and tracking workflows integrating JobAdder, Slack, and Zapier.

Agency Operating System

Built a centralized workspace in Notion integrating CRM, project management, documentation, and reporting.

AI Customer Support

Implemented AI-assisted customer communication workflows using ManyChat and OpenAI.

EDUCATION

Bachelor of Science in Electronics Engineering

Mindanao State University – Iligan Institute of Technology

2019