

JUVANTE DEO NUENAY

Technical Virtual Assistant | Workflow & AI Automation Specialist

"I turn repetitive tasks into automated systems — so your business saves time, follows up faster, and never drops a lead."

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Upwork: [upwork.com/freelancers/~01b0b4ec44544cb2fb](https://www.upwork.com/freelancers/~01b0b4ec44544cb2fb)

OnlineJobs.ph: onlinejobs.ph/jobseekers/info/4735288



PROFESSIONAL SUMMARY

Technical Virtual Assistant who helps businesses, agencies, coaches, and sales-driven teams eliminate repetitive manual work through smart automation. I design end-to-end systems in **Zapier, Make, and n8n** — powered by AI tools like **ChatGPT and Claude** — that qualify leads the moment they arrive, follow up before competitors do, keep your CRM clean without data entry, and turn one piece of content into many. My builds demonstrate **up to 90% reductions in manual task time** and follow-up speed that **recovers 10–20% of leads** otherwise lost to slow response. If your team is buried in copy-paste work, I turn it into a system that runs itself.

CORE COMPETENCIES

Workflow Automation: Lead capture, nurturing & follow-up sequences · multi-step CRM automation · cross-platform data syncing · conditional logic, filtering & branching

AI Integration: AI chatbots & agents with persistent memory · AI-powered content generation & repurposing · intelligent document processing & classification · prompt engineering for business workflows

Tools & Platforms: Zapier · Make (Integromat) · n8n · Airtable · Notion · HubSpot · GoHighLevel · Asana · ClickUp · Trello · Google Workspace · ChatGPT / Claude API

AUTOMATION PORTFOLIO — PROOF OF CAPABILITY

End-to-end systems designed and built hands-on through intensive training and self-directed projects. Every workflow is fully functional and can be demonstrated live on request.

- **Lead Qualification & Scoring System (Zapier):** Captures, enriches, scores, and routes every incoming lead in real time, with AI-drafted personalized outreach ready to send — **saves an estimated 20+ hours/month on a 100-lead pipeline.**
- **CRM Automation Suite — 5 Connected Workflows (Zapier + Asana):** Automates lead intake, escalating follow-ups, quote reminders, welcome emails, and service recommendations — **cuts CRM admin by an estimated 5–10 hours/week and recovers 10–20% of leads lost to slow follow-up.**
- **AI-Powered Email Attachment Processor (Make.com):** Uses ChatGPT/Claude to read incoming attachments, generate descriptive filenames, organize files in Google Drive, and log every action — **cuts manual file-sorting time by an estimated 90 percent or more.**
- **Content Repurposing Pipeline (Zapier):** Transforms a single audio/video file into transcripts, two blog posts, and matching social media content, with conditional publishing logic — **reduces content turnaround time by an estimated 85–90%.**
- **AI Knowledge-Base Agent (n8n):** Webhook-triggered AI assistant with persistent conversational memory and live document retrieval — answers team and customer questions instantly, with zero manual lookup.

CERTIFICATIONS & TRAINING

- **Technical Virtual Assistants PH (May–June 2026):** No-Code Automation with Zapier · No-Code Automation with Make.com · AI Automation with n8n · Prompt Engineering
- **Tara AI Community+ (June 2026):** HighLevel CRM Full Training — CRM & pipelines, funnels, workflow automation with API integration, AI agents

EDUCATION

B.S. in Aircraft Maintenance Technology — Asian International School of Aeronautics and Technology, 2025