

Kirstin Britany C. Mante

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PROFESSIONAL SUMMARY

AI Automation Specialist with experience developing AI-assisted workflows, connected systems, and structured processes that improve recurring business operations. Builds reliable solutions that streamline data handling, reduce manual effort, strengthen accuracy, and support more consistent operational outcomes.

EXPERIENCE

AI Automation Specialist

Remote

Freelance/Part-time

November 2025 - Present

- Designed and deployed end-to-end AI workflows using n8n, OpenAI, REST APIs, webhooks, JavaScript, and structured data, reducing manual handoffs and improving recurring business processes.
- Built connected CRM and operations systems for data intake, lead management, record synchronization, content generation, approvals, notifications, and customer lifecycle activities.
- Developed RAG-enabled solutions using embeddings, vector databases, approved knowledge sources, structured prompts, and business rules to provide context-aware outputs and reliable information retrieval.
- Strengthened accuracy and system reliability through validation controls, duplicate detection, conditional routing, retry logic, exception handling, logging, and human-review checkpoints.
- Refined solutions across different inputs and business scenarios, resolved API integration and field-mapping issues, and documented process logic, requirements, and maintenance procedures.

Administrative Support

Remote

Freelance/Part-time

March 2025 - June 2026

- Supported product data and catalog operations through online research, data entry, spreadsheet maintenance, content preparation, record updates, and digital file organization.
- Maintained accurate product information by reviewing records for missing details, duplicate entries, inconsistent values, and formatting issues.
- Improved recurring tasks through standardized templates, spreadsheet formulas, structured data handling, and quality-control checks, producing more organized and consistent outputs.
- Identified time-consuming manual processes and introduced workflow tools with the client's support, simplifying selected tasks while developing practical AI workflow skills.
- Coordinated requirements, priorities, and progress with the client to ensure accurate and timely completion of assigned work.

EDUCATION

University of Cebu

Cebu City, Philippines

Bachelor of Science in Computer Engineering, Cum laude

June 2026

SKILLS

Automation & AI Systems: n8n, Zapier, Make, OpenAI, Anthropic Claude, Google Gemini, Ollama, RAG, Embeddings, LangChain, Structured Outputs, Prompt Engineering, API Integrations, Webhooks, HTTP Requests, JSON, HTML Extraction

Programming & Data: JavaScript, Python, TypeScript, Node.js, React, Next.js, Flask, SQL, PostgreSQL, Supabase, pgvector, Vector Databases, MySQL, HTML, CSS

Development & Deployment: REST APIs, Git, GitHub, Postman, Cloudflare, Railway, Vercel

Business Platform Integrations: Monday.com, HubSpot, Airtable, Notion, Slack, Gmail, Google Drive, Google Workspace, OpenCart

Productivity & Operations: Microsoft Excel, Excel/CSV Processing, Spreadsheet Management, Data Validation, Quality Control, Catalog Management

Core Strengths: Workflow Design, Data Transformation, Debugging, Error Handling, Process Improvement, Technical Documentation, Attention to Detail, Problem Solving, Continuous Learning