

ROEL BANUELOS

AI Automation & Workflow Support VA | Junior n8n Automation Assistant

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Portfolio: <https://roel-ai-ops-support.netlify.app/> | GitHub: <https://github.com/Prables-Syn/roel-automation-support>

PROFESSIONAL SUMMARY

Detail-oriented AI Automation and Workflow Support Virtual Assistant helping small businesses organize leads, inboxes, tasks, reports, ecommerce data, and recurring admin workflows. Hands-on practice with n8n workflow demos, AI-assisted summaries/classification, Google Sheets and Notion trackers, Telegram alerts, basic webhook/API logic, SOPs, and clear workflow documentation. Reliable, trainable, and comfortable working in small tested steps with honest progress updates and human review before important actions.

CORE SKILLS

n8n Workflow Setup & Testing	AI-Assisted Summaries / Classification	Google Sheets Trackers & Reports
Notion Databases & Task Tracking	Lead Tracking / CRM Support	Inbox & Email Organization
Telegram Alert Workflows	Workflow Documentation & SOPs	Online Research & Data Entry
Basic APIs, Webhooks & Structured Data	JavaScript Basics for n8n Code Nodes	Content Planning & Admin Support

TOOLS

n8n, ChatGPT, Claude, Gemini, Hermes Agent, OpenRouter AI, Google Workspace, Google Sheets, Gmail, Calendar, Google Forms, Notion, Telegram Bot API, Discord/community platforms, Microsoft Office, Canva, Loom, CapCut, basic JavaScript, basic Python, APIs/webhooks, GitHub, Netlify.

PORTFOLIO PROJECTS

AI Lead Qualification & Follow-up CRM

Tools: n8n, AI, Notion, Google Sheets, Telegram

- Built a demo workflow that receives a lead, summarizes the message, detects intent/urgency/priority, creates a CRM-style record, logs a backup row, and sends a Telegram alert for important leads.

AI Client Inbox Operations Hub

Tools: n8n, AI Classification, Notion, Google Sheets, Telegram

- Built a message operations workflow that classifies client messages by type, department, urgency, sentiment, and required action, then creates review tasks and organized logs.

1688 → Shopify Product Automation MVP

Tools: Python, Shopify draft workflow, CSV/API payload thinking

- Built a code-based MVP/new workflow for structuring supplier product data into a Shopify-ready draft, including title, description, SEO fields, tags, variant logic, and 48 test variants. Project was paused before final image automation due to missing image-provider and final store permissions.

AI Email Operations & Follow-up Command Center

Tools: n8n, OpenRouter AI, Notion, Telegram

- Built a workflow that receives email/message input, summarizes it, detects priority/urgency, creates a Notion follow-up task, and sends Telegram alerts only when action is needed.

AI-Powered Restaurant Management System

Tools: n8n, Telegram Bot API, Google Sheets, OpenRouter AI

- Built a demo restaurant workflow supporting Telegram-based ordering, menu questions, order capture, order ID generation, staff alerts, status updates, customer tracking, and reporting.

Crypto News Collector

Tools: n8n, RSS Feeds, OpenRouter AI, Notion

- Built a research/content workflow that collects crypto news from RSS sources, filters and deduplicates items, prepares AI-assisted summaries, and stores useful updates for review/content planning.

WORK EXPERIENCE

AI Automation & Admin Support Virtual Assistant | Freelance / Remote | 2025–Present

- Support admin operations including email organization, data entry, online research, task tracking, reports, and documentation.
- Built and tested portfolio workflow demos using n8n, AI tools, Google Sheets, Notion, Telegram alerts, and webhook-based workflow logic.
- Created trackers, checklists, process notes, and SOP-style documentation to make recurring tasks easier to follow and improve.
- Used AI tools to draft, summarize, classify, organize information, and support repetitive admin workflows while keeping human review in place.
- Assisted with content organization, social media drafts, Canva designs, basic reporting, and clear progress updates.

SOCIAL MEDIA & CONTENT SUPPORT

- Can support LinkedIn, X/Twitter, Discord/community content planning, and AI-assisted crypto/AI news reports.
- Can organize content calendars, draft post ideas, summarize updates, and prepare platform-specific content for review.
- Can help document approval workflows and suggest automation ideas for repeated social media or research tasks.

EDUCATION & PROFESSIONAL DEVELOPMENT

High School Diploma

Ongoing self-training in n8n workflow automation, AI tools, Notion workflows, Google Sheets systems, Telegram/community workflows, GitHub/Netlify website updates, email management, and automation-assisted admin systems.

AVAILABILITY

Available for remote part-time, project-based, or trial-task work. Open to support-level AI automation, admin workflow, ecommerce admin, lead tracking, inbox operations, and workflow documentation roles.