

Kyle Matthew M. Reynoso

AI Automation & Workflow Development / Business Administration Graduate

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SUMMARY

Business Administration graduate majoring in Marketing Management, with government-office administrative experience and hands-on AI automation portfolio work. Builds and troubleshoots workflows using n8n, Zapier, Make, Google Workspace, APIs, and AI tools. Combines organized recordkeeping, business process understanding, and practical workflow design to reduce repetitive tasks.

PROFESSIONAL EXPERIENCE

Practicum Intern - Administrative Support
Office of the President of the Philippines | Malacañang Motor Pool Office,
Supply & Garage Division

- Processed, encoded, organized, and filed official documents according to established procedures.
- Supported daily division operations, document routing, and inter-department coordination.
- Maintained accurate records while following office procedures and confidentiality requirements.

02/2026 - 04/2026
Quiapo, Manila

Data Encoder - Student Immersion
Municipality of Bacoor, Cavite

- Encoded municipal records and assisted with filing, data organization, and clerical documentation.

2019
Bacoor, Cavite

SKILLS

Automation & AI	Integrations & Logic	Business & Admin	CRM & Productivity
- n8n - Zapier - Make.com - AI agent workflows - OpenRouter / LLMs - Prompt engineering	- REST APIs / HTTP - Webhooks - JSON & field mapping - Filters & paths - Routers / iterators - Testing & troubleshooting	- Record management - Data encoding - Document handling - Marketing fundamentals - Office coordination - Customer communication	- Asana - Google Workspace - Google Sheets - Gmail & Slack - Microsoft Office - Apple Keynote

PROJECTS

n8n: AI Job Scraper & Resume Matcher

- Workflow project integrating Slack, JSearch API, AI processing, Google Drive/Docs, and Gmail draft creation for job discovery and application preparation.

n8n: AI Customer Inquiry Assistant

- Developed an AI agent workflow designed to answer customer inquiries using a Google Docs-based knowledge source.

Zapier: Lead Capture & Email Notification

- Connected Google Forms, Google Sheets, and Gmail to log incoming leads, notify the owner, and generate responses.

Zapier: Asana CRM Lead Workflow

- Configured lead intake and task-creation steps with routing logic, welcome emails, and follow-up handling.

Make: Automated Task Reminders & Notification Log

- Built a Google Sheets-to-Router-to-Gmail workflow that checks task priority/status and records outgoing notifications.

EDUCATION

BS Business Administration, Major in Marketing Management
Colegio de San Juan de Letran | Intramuros, Manila

2021 - 2025

TRAINING & WORKSHOPS

Presentation Design Workshop (Keynote) • Adobe Photoshop Tutorial (Basic Visual Design)