

# Mark Jeraisy S. Aquino

WordPress & AI Automation Specialist | GHL, CRM, Zapier/n8n, Workflow Automation  
Minalin, Pampanga, Philippines 2019

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[LinkedIn](#) | [Portfolio](#)

## Professional Summary

WordPress & AI Automation Specialist with 9 years of admin experience and nearly 6 years of remote work. Experienced in building and managing WordPress websites from scratch and creating automations with GoHighLevel, Zapier, n8n, and OpenAI API to streamline workflows and improve efficiency. Skilled in CRM management, leading cross-functional teams, and optimizing digital operations to drive business growth. Highly adaptable across technical, creative, and administrative roles using Google Workspace and project management tools.

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## Key Skills

WordPress Development | GHL Automation | AI Automation (n8n, Zapier, OpenAI API) | CRM Management | Workflow & Lead Generation Automation | Google Workspace | Project Management

## Work Experience

### Project Manager/GHL & AI Automation Specialist

Overtime Global | Nevada, US | 2025 – 2026

- Led a cross-functional team of WordPress developers, GHL experts, graphic designers, and AI specialists.
- Managed the end-to-end project lifecycle from planning, execution, to delivery, ensuring alignment with business goals and client expectations.
- Built and managed automation workflows in GoHighLevel, and extended functionality using n8n, Zapier, and OpenAI API when needed.
- Designed and built WordPress websites from scratch, optimizing for performance, usability, and scalability.
- Coordinated digital development efforts to strengthen overall online presence and performance.
- Supported executive-level strategy, internal process improvements, and operational decision-making.
- Optimized workflows and improved team efficiency across multiple digital initiatives.

## **WordPress Designer**

webFEAT Complete | Ohio, US | 2021 – 2024

- Designed, developed, and maintained WordPress websites with a focus on performance and usability
- Built responsive and user-friendly layouts for improved user experience across devices
- Customized themes and configured plugins based on client requirements and functionality needs
- Ensured website performance, security, and scalability through regular updates and optimization
- Collaborated with teams to deliver visually engaging and conversion-focused websites
- Maintained and improved existing websites to support long-term digital growth

## **Quality Control Manager**

Social Discovery Corp. | Angeles City, PH | 2020 – 2021

- Ensured insurance reports met internal standards and requirements through quality control processes
- Reviewed outputs for accuracy, consistency, and compliance before final submission
- Identified errors and implemented improvements to enhance reporting quality
- Coordinated with internal teams to maintain high-quality and timely deliverables
- Supported process improvements to increase efficiency and reduce reporting issues

## **Team Leader / Analyst**

TaskUs | Clark, Pampanga, PH | 2017 – 2020

- Led and supported a team of 15–20 members in a self-driving technology project (TURBO account)
- Managed daily operations and ensured consistent team performance and output quality
- Handled administrative tasks and workflow coordination using Google Workspace tools
- Implemented process improvements and integrations to streamline internal operations
- Converted sports video content into structured data as an Analyst with high accuracy standards
- Monitored team performance and provided guidance to maintain productivity targets

## **Education**

### **Bachelor of Science in Information Technology | 2010 - 2016**

University of the Assumption, *City of San Fernando, Pampanga, PH*

### **Secondary Education | 2006 - 2010**

Assumpta Technical High School, *Sta. Monica, San Simon, Pampanga, PH*