

KAZUMI NAGATA

AI AUTOMATION SPECIALIST



CONTACT

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LOCATION
Osaka, Japan • Remote

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SKILLS

n8n Workflow Automation
CRM & Pipeline Automation
REST APIs & Webhooks
LLM / OpenAI Integration
Conditional Logic & Routing
Error Handling & Debugging
Data Mapping & JSON
Process Analysis

EDUCATION

English Communication Course
Iino High School
2017–2020

LANGUAGES

Tagalog — Native
Japanese — Fluent (JLPT N2)
English — Intermediate

TOOLS

GoHighLevel • OpenAI • Vapi
Google Sheets • Gmail • Excel
Python • JavaScript • SQL • GitHub

PROFILE

Self-taught AI Automation Specialist with hands-on experience designing end-to-end n8n workflows for lead management, CRM operations, customer communication, and AI-assisted decision-making. I identify process bottlenecks before building and design structured workflows with validation, fallback paths, logging, testing, and human-review points.

SELECTED AUTOMATION PROJECTS

Dead Lead Reactivation & CRM Automation | n8n, GoHighLevel, Webhooks

- Designed lead validation, duplicate handling, CRM create/update logic, opportunity routing, follow-ups, audit logging, exception paths, and human-review checkpoints.

Japanese Order-to-Invoice Automation | n8n, Excel, Google Sheets API, Gmail

- Parsed Japanese order rows into structured customer, line-item, quantity, price, tax, and total data; mapped validated data to an invoice template, updated the sheet through API requests, and automated invoice delivery through Gmail.

AI Voice Receptionist & Missed-Call Recovery | Vapi, n8n, Google Calendar

- Built caller-data capture, appointment-request, calendar, summary, and follow-up flows; troubleshooted invalid attendee data and strengthened validation and failure visibility.

AI Email Assistant | n8n, OpenAI API, Gmail, Sheets

- Automated email intake, structured AI classification, priority detection, summaries, recommended actions, routing, normalization, and Google Sheets logging.

AI RFP & Tender Response Automation | n8n, AI, GoHighLevel, Webhooks

- Designed a workflow to receive tender files, extract and structure requirements, generate draft responses, run AI quality checks, create documents, synchronize workflow details with GoHighLevel, and send completion notifications.

CORE STRENGTHS

Workflow troubleshooting • Process improvement • Data validation • Clear documentation • Cross-cultural communication • Fast, independent learning

AUTOMATION CAPABILITIES

- Analyzes the current process and identifies delays, repetitive work, missing data, and integration bottlenecks before designing a solution.
- Connects forms, email, spreadsheets, calendars, CRM pipelines, voice AI, LLM services, and internal systems through n8n, APIs, and webhooks.

WORKFLOW RELIABILITY

- Designs validation and fallback paths so incomplete or invalid data does not silently continue through a workflow.
- Uses testing, audit logging, controlled retries, and human-review checkpoints to make automations easier to monitor and maintain.

PROFESSIONAL EXPERIENCE

Manufacturing, Inspection & Administrative Support

Panasonic • Furuta Seika • Asano Gear Works | Japan

- Performed quality-focused manufacturing and product inspection work requiring accuracy, process compliance, and consistent execution.
- Supported supply ordering, documentation, internal coordination, and general affairs/accounting administration.
- Developed strong attention to detail, structured problem-solving, and reliability in process-driven Japanese workplaces.