



JERICO DANIEL REABLES

DATA ENTRY | WEB DESIGNING | AI AUTOMATION | EXECUTIVE ASSISTANCE

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📍 Cavite, Philippines

CORE EXPERTISE

- ◆ Data Entry & Data Management
- ◆ Web Designing
- ◆ AI Automation
- ◆ Executive Assistance
- ◆ Learner Records & Compliance
- ◆ Process Creation & SOPs
- ◆ CRM Management
- ◆ Calendar & Inbox Management
- ◆ Travel & Expense Management
- ◆ Customer Service & Sales
- ◆ Information Research

TOOLS

AI & AUTOMATION

Claude ChatGPT Gemini

Claude Code Codex

Zapier Make.com n8n

CRM & PROJECT

GoHighLevel HubSpot

Airtable Asana

GOOGLE WORKSPACE

Gmail Calendar Docs

Sheets Slides

MICROSOFT 365

Excel Outlook PowerPoint

COMMUNICATION

Slack Zoom Loom

KNOWLEDGE

Obsidian

PROFILE

Detail-driven executive assistant and data coordinator with over eight years of remote experience across education, investment and telecommunications. I manage calendars, inboxes, travel and expenses for executives and their teams, keep high-volume records accurate across CRMs, Google Sheets and learning-management systems, and use AI (Claude, ChatGPT) and no-code automation (Zapier, Make.com, n8n) to turn repetitive admin into fast, repeatable processes. I also design modern websites for local businesses. Known for accuracy under pressure and discretion with sensitive personal and business matters.

8+	3,000+	Top 10%	20%+
YEARS REMOTE EXPERIENCE	CRM RECORDS MAINTAINED	BELL ALL-STAR AWARD	CONVERSION UPLIFT

EXPERIENCE

Skills4Stem

AUG 2025 – OCT 2026

Data Coordinator · UK STEM training & apprenticeship provider · Remote

- ◆ Owned learner and assessment records end to end for a UK STEM training provider, from enrolment and scheduling in the **BUD learning-management system** through grading, internal verification and Academic Board, across linked Google Sheets trackers
- ◆ Triaged assignment submissions with plagiarism and AI-detection checks, allocated marking across a **seven-person marker pool**, and processed attendance registers that feed **funding and compliance** reporting
- ◆ Built **AI-assisted workflows with Claude**, documented in an Obsidian knowledge base of SOPs, to speed up repetitive data entry while keeping a human check on every outbound email

Spice Capital

JUN 2025 – JUN 2026

Executive Partner

- ◆ Supported the CEO and **her wider team** end to end, managing calendars, inboxes, **travel and expenses** across both professional and personal matters
- ◆ Handled an average of **200 emails a day** and coordinated high-level meetings so each one was well scheduled and prepared
- ◆ Automated daily routine workflows with **Claude** to take on a wider scope of work
- ◆ Kept **3,000+ CRM records** accurate to support investor engagement

INTERESTS

- ◆ Automotive
- ◆ Gaming
- ◆ Music
- ◆ Film

EXPERIENCE CONTINUED

Quantrics Enterprises Inc.

SEP 2018 – MAR 2025

Case Manager

OCT 2020 – MAR 2025

- ◆ Served as the final escalation point for complex customer issues by phone and email, resolving high-volume case tickets and preventing further escalation
- ◆ Earned the **Bell All-Star Award** for ranking in the top 10% of employees on performance, accuracy and professionalism
- ◆ Collaborated with cross-functional teams to improve internal processes, raising first-contact resolution and customer satisfaction
- ◆ Took over escalated calls from front-desk agents, resolving issues they couldn't and improving overall service efficiency and customer experience

Retention Specialist

SEP 2018 – OCT 2020

- ◆ Resolved billing concerns such as expired promotions while actively reducing churn and preventing account cancellations
- ◆ Upsold customers by matching solutions to their needs, contributing to the team's **6-month streak in the top 3** company-wide performance rankings
- ◆ Used customer data and feedback to refine retention strategies, lifting individual conversion metrics by **over 20%**

CamFind Studios

MAY 2017 – JUN 2018

Image Analyst

- ◆ Translated user-submitted images into clear, descriptive written content to support accessibility and data-quality initiatives
- ◆ Increased accessibility engagement by **30%** through consistently high-quality, accurate transcriptions
- ◆ Recognized as **Top Performer of the Month** for top-tier accuracy and volume in a deadline-driven digital production environment

PROJECTS

Website Redesign Concepts

2026

Website Design · Four Saipan businesses

- ◆ Redesigned the websites of **RNV Construction, HomeSmart Residences, Villaroyal Pawnshop and Best Deal**, keeping each business's own content and rebuilding it with modern type, motion and structure
- ◆ Built the sites with an AI-assisted workflow in Claude Code and produced a narrated walkthrough and a before-and-after video for each

AI Automation Library

2026

Workflow Automation · 14 industries

- ◆ Designed and built **28 automations** for small-business scenarios in n8n, Make.com, Zapier and GoHighLevel, from inquiry intake and AI data extraction to follow-ups and reporting

EDUCATION

STI College Ortigas-Cainta

2015 – 2017

Bachelor's in Computer Science