JAN EVANDER A. OBLEPIAS

Watch My Introduction

OPERATIONS & PROJECT SUPPORT | CRM & AUTOMATION

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PROFESSIONAL PROFILE

Licensed Civil Engineer and operations professional transitioning into business automation, CRM management, and workflow optimization. Experienced in project coordination, process improvement, documentation, and cross-functional operations. Hands-on experience designing and testing automated workflows using n8n, Make, Zapier, and GoHighLevel, including AI-powered invoice processing, approval routing, automated document signing, training registration management, and customer support tracking. Combines technical problem-solving and operational experience to develop practical automation solutions that reduce manual work and improve business efficiency.

CORE CAPABILITIES

CRM & AUTOMATION

- Workflow automation & AI integrations
- CRM pipelines, lead management & automated follow-ups
- API integrations, triggers & automated notifications

ADMIN & OPERATIONS

- Administrative & process documentation
- Team coordination, tracking & reporting
- Cross-functional team coordination
- Approval workflows & process improvement

PROJECT & TECHNICAL SUPPORT

- Project & technical coordination
- Solar PV operations & QA/QC
- Technical validation & troubleshooting

FEATURED SAMPLE PORTFOLIO PROJECT

1. AI-POWERED INVOICE PROCESSING & APPROVAL | n8n

Independent Portfolio Project

- Built an end-to-end invoice processing workflow integrating Gmail, AI-powered data extraction, Google Drive, and Google Sheets.
- Automated invoice validation, approval/rejection routing, escalation handling, and final email notifications.
- Designed a document archiving process with centralized tracking and approval visibility.

Video Walkthrough: *Watch Demo*

2. AUTOMATED TRAINING REGISTRATION & CAPACITY MANAGEMENT | Make

Independent Portfolio Project

- Developed a training registration workflow integrating Tally Forms, Google Sheets, and automated email notifications.
- Built a branch-based registration process with separate schedules and capacity monitoring.
- Implemented registration confirmation and availability controls to help prevent overbooking.

Video Walkthrough: *Watch Demo*

3. AUTOMATED DOCUMENT SIGNING WORKFLOW | Zapier & DocuSign

Independent Portfolio Project

- Built an automated document signing process integrating Tally Forms, Google Drive, Zapier, and DocuSign.
- Configured automated document preparation and signature requests for multiple recipients.
- Reduced manual document handling through an integrated digital signing workflow.

Video Walkthrough: *Watch Demo*

4. AUTOMATED TECHNICAL COMPLAINT TRACKING | Zapier

Independent Portfolio Project

- Created an automated email-based complaint tracking system integrating Gmail, AI classification, and Google Sheets.
- Configured AI to identify technical complaints, summarize issues, and log customer concerns in a centralized tracker.
- Automated customer acknowledgment emails to support more consistent communication.

Video Walkthrough: *Watch Demo*

5. SOLAR GUIDE PH: CRM & CUSTOMER JOURNEY AUTOMATION | GoHighLevel

Independent Portfolio Project

- Designed a multi-stage CRM pipeline covering customer inquiries, lead qualification, consultation booking, proposals, and follow-ups.
- Configured automated lead routing, appointment reminders, booking calendars, and notification workflows.
- Built customer-facing forms, funnel pages, and AI-assisted chat functionality.

Video Walkthrough: *Watch Demo*

PROFESSIONAL EXPERIENCE

OPERATIONS MANAGER — SOLAR | 2026–Present

PHLSolar Industries · *Residential Solar Installations*

- Lead residential solar PV projects from site assessment and technical validation through installation and turnover.
- Coordinate engineering, installation, sales, materials, scheduling, and client communication to improve project readiness.
- Prepare and validate system requirements, layouts, BOMs, estimates, and technical presentations while resolving execution issues.

PART-TIME SOLAR INSTRUCTOR | 2024–Present

PHLSolar Industries · *Residential Solar Installations*

- Deliver practical training on residential solar PV installation, safety standards, fundamentals of system design, and field readiness.

TECHNICAL SALES ENGINEER — SOLAR | 2024–2025

PHLSolar Industries · *Residential Solar Installations*

- Presented technically accurate solar solutions, conducted site assessments, and explained system performance and cost implications to support client decisions.
- Prepared system layouts, cost estimates, installation scopes, and project timelines in coordination with engineering and operations teams to ensure smooth project execution.

PROJECT QA/QC CIVIL ENGINEER | 2023–2024

Bureau Veritas · *Megaworld—OneCorporatePlace,Maple Grove*

- Led site quality assurance for structural and architectural works against approved drawings, specifications, and safety requirements.
- Reviewed WAPs, WIRs, plans, and revisions; prepared inspection and non-conformance documentation and coordinated issue resolution.

FIELD ENGINEER | 2021–2023

Makati Development Corporation · *LRT Cavite Extension · Ayala Malls Vermosa · AVIDA Towers Ardane*

- Supervised concreting, rebar, and formwork activities while monitoring quantities, material usage, deliveries, and site progress.
- Applied Earned Value Management concepts and supported cost, schedule, accomplishment, and progress-billing documentation.

ASSISTANT QUANTITY SURVEYOR | 2020–2021

Makati Development Corporation · *LRTCaviteExtension Project*

- Performed quantity take-offs and supported budget monitoring, progress billing, supplier/subcontractor coordination, and cost documentation.
- Flagged quantity and cost variances to help control expenditures and maintain alignment with project requirements.

EDUCATION & CREDENTIALS

Bachelor of Science in Civil Engineering | University of Perpetual Help System DALTA | 2014–2019

Licensed Civil Engineer | Civil Engineering Licensure Examination, November 2019

TOOLS & TECHNICAL KNOWLEDGE

Automation Platforms: GoHighLevel, Zapier, Make and n8n

CRM & Workflow Management: CRM pipelines, lead management, workflow triggers, appointment scheduling, automated follow-ups

AI & Integrations: AI-powered data extraction, email classification, API integrations, webhooks, Google Workspace integrations

Document & Form Automation: DocuSign, Tally Forms, Google Forms, automated approval workflows, document processing

Operations & Administration: Process improvement, project coordination, documentation, reporting, client communication

Engineering: PlanSwift, AutoCAD, quantity take-off, construction documentation, solar PV fundamentals, technical drawing review

SELECTED TRAINING

Residential Planning and Construction 101 • Manual Construction Estimates • Solar PV Installation Training for Residential Systems • Electrical Systems Fundamentals (NC II — Single-Phase)