

BILL RYAN CABRAL

EXECUTIVE ASSISTANT | OPERATIONS, SYSTEMS & AI SUPPORT

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PROFESSIONAL PROFILE

Operations-focused professional with 5+ years of combined experience in remote support, project coordination, client communication, creative operations, automation, and digital product delivery. Skilled at organizing moving parts, documenting processes, following up on action items, and helping founders turn loosely defined work into clear systems. Comfortable working independently across Google Workspace, Microsoft Office, project-management tools, CRMs, AI tools, and automation platforms.

CORE STRENGTHS

Executive & Administrative Support Calendar coordination, inbox support, research, documents, reports, meeting follow-up	Project & Operations Coordination Task tracking, deadlines, action items, handoffs, file organization, stakeholder updates
Process Improvement & SOPs Workflow mapping, documentation, tool recommendations, repeatable checklists, quality control	Client & Team Communication Clear written updates, early escalation, follow-ups, remote collaboration, relationship support
AI & Automation Support n8n, Zapier, Make, GoHighLevel, webhooks, APIs, ChatGPT, Claude, Codex	Digital Product Operations Roadmaps, testing, release coordination, App Store Connect, issue tracking, user feedback

PROFESSIONAL EXPERIENCE

Independent Product Builder & Automation Specialist | Repeatbit | Remote 2025–Present

- Manage multiple software products from planning through release, including priorities, task breakdowns, testing, issue tracking, documentation, and ongoing updates.
- Coordinate App Store Connect releases, product metadata, screenshots, subscriptions, version updates, and user-facing improvements for published iOS applications.
- Use Claude, Codex, ChatGPT, Git, APIs, webhooks, and automation tools to move projects forward while reviewing outputs and resolving blockers.
- Maintain product websites and supporting materials, organize feedback, and turn broad ideas into clear next actions and deliverables.

Technical Specialist, Automation & Operations Support | Baume Consulting / Baume Insurance & AI Solutions Jul 2025–Mar 2026

- Supported the founder across outreach, CRM organization, scheduling, content operations, automation projects, and day-to-day technical problem solving.
- Managed LinkedIn Sales Navigator and Instantly outreach, tracked replies and follow-ups, and helped generate 12 booked calls from 165 InMails, a 7.27% booking rate.
- Built n8n, Zapier, and Monday.com workflows to centralize leads, reduce manual updates, and keep follow-up activity visible.
- Connected Twilio, n8n, and Cal.com for SMS notifications and appointment booking; configured AI calling workflows with human handoffs.
- Organized Riverside.fm content workflows, documented systems, communicated progress clearly, and flagged blockers before they affected delivery.

Freelance Technical & Operations Support | BillTech | Remote 2023–Present

- Help small businesses organize processes, research tools, prepare proposals, document workflows, and improve repetitive administrative tasks.
- Build WordPress and Elementor websites, CRM workflows, lead-capture systems, and automations using Zapier, Make, n8n, GoHighLevel, Google Workspace, and webhooks.
- Translate business needs into simple process maps, recommend practical tools, test workflows, and provide handoff documentation clients can maintain.
- Support client communication, task tracking, troubleshooting, file organization, and project follow-through across remote engagements.

Social Media Virtual Assistant | Kode Across | Remote Dec 2022–Mar 2023

- Prepared and scheduled social content, organized files and content assets, conducted online research, and supported routine administrative work.
- Maintained clear task tracking and helped keep remote deliverables moving through consistent follow-up and organization.

Graphic & Operations Manager | LazyLabs | Remote

Dec 2020–Dec 2021

- Coordinated creative projects from brief to delivery, organized priorities, communicated with clients and team members, and kept deadlines visible.
- Supported branding, social media, and marketing deliverables while balancing revisions, quality checks, and day-to-day operational needs.
- Helped translate client requests into actionable tasks and maintained consistency across files, schedules, and project handoffs.

Clinic Assistant & Digital Support | Sgin Garden

Dec 2020–Mar 2021

- Assisted with appointment coordination, client records, payment processing, front-line communication, and routine clinic administration.
- Created social media materials and supported simple digital processes to improve communication with clients.

SELECTED PRODUCTS & APPLICATIONS

- **Bloop - Screenshot Actions:** Published iOS productivity app that uses OCR and optional AI to turn screenshots into reminders, calendar events, notes, replies, links, and organized actions.
- **Pressly - Speed Reader:** Published iOS reading app for EPUB, PDF, TXT, pasted text, and readable web articles, with configurable RSVP pacing and on-device libraries.
- **VisitPin:** Published private visit-tracking app with local records, visit details, map-based organization, and report export.
- **SketchRoll:** Published draw-and-guess party game designed around quick multiplayer rounds and simple social play.
- **RouteGuard Live:** Mobile transport-tracking product built around route visibility, trip status, and practical real-time travel information.

SELECTED OPERATIONS & AUTOMATION PROJECTS

- **Lead capture and CRM routing:** Built workflows that receive leads from forms and prospecting tools, clean the data, assign the next action, and route records into Monday.com or GoHighLevel.
- **Client onboarding and handoffs:** Connected forms, Gmail, Google Sheets, Make, and task tools so new-client information creates the right files, tasks, alerts, and follow-up steps.
- **AI voice and appointment support:** Connected Retell AI, Twilio, n8n, and Cal.com for calls, SMS notifications, booking, escalation, and human follow-up.
- **Content operations:** Helped organize recording, transcription, drafting, approval, and publishing workflows using Riverside.fm, AI tools, Zapier, and WordPress.
- **Documentation and workflow ownership:** Create process maps, SOPs, naming standards, test cases, and handoff guides so teams can monitor and maintain the systems after delivery.

TOOLS & PLATFORMS

Productivity & Admin: Google Workspace, Microsoft Office, Gmail, Google Calendar, Google Drive, Docs, Sheets, Slides

Project & CRM: Trello, ClickUp, Monday.com, Notion, Airtable, GoHighLevel, HubSpot

Automation & Integrations: n8n, Zapier, Make, APIs, webhooks, JSON, OAuth, Apify, Twilio, Cal.com

AI & Development: ChatGPT, Claude, Claude Code, Codex, Gemini, Swift, SwiftUI, TypeScript, Git, GitHub, Supabase

Design & Web: Figma, Canva, Adobe Illustrator, WordPress, Elementor, basic HTML/CSS

Communications & Content: LinkedIn Sales Navigator, Instantly, Riverside.fm, Retell AI, ManyChat

EDUCATION & CREDENTIALS

- Google UX Design Professional Certificate - foundations, UX research, wireframes, low-fidelity prototypes, and product design thinking.
- STI Senior High School - Mobile App and Web Development; Graduated with Honors, Rank 2.
- Additional training: n8n AI automation, Zapier, Make, HubSpot, Canva, custom GPT actions, and AI agent workflows.

ADDITIONAL INFORMATION

- English: C1 Advanced | Based in Quezon City, Philippines | Reliable remote-work setup.
- Available to begin part-time and transition to full-time; comfortable supporting Australian, US, and UK business hours as agreed.
- Known for learning unfamiliar tools quickly, communicating early when something is unclear, and recommending systems that improve team productivity.