

SUMMARY

Operations builder with 2+ years of experience designing AI systems and workflows that make work more efficient.

I specialize in building AI automations using N8N, LLMs and low-code tools - having reduced costs and working hours in production environments.

I've worked across agencies, startups, communities, and my own ventures, and I bring strategy, enthusiasm and efficiency to every project.

WORK EXPERIENCE

Operations Manager

Integrate • August 2024 - present (Freelancer)

- Designed and restructured internal operational systems to improve clarity and execution
- Built and deployed 10+ n8n automation workflows to streamline admin, marketing, reporting processes.
- Reduced research time by 90%, reporting time by 30% and admin time by 30%.
- Developed AI-powered workflows to prototype and test new product features.
- Managed billing, invoicing, calendar coordination and team communication
- Collaborated on UX/UI improvements and product feature design.
- Developed internal documentation frameworks and structured knowledge systems

Founders Community Operations Manager

Catalyst Community • August 2024 - present (Freelancer)

- Managed operations for founder community of 50+ members
- Organized and executed 10+ founder events internationally
- Managed the CRM system and communication processes

Sales Director

Vinvinea • October 2023 - December 2024 (Freelancer)

- Built structured client acquisition processes (email marketing, CRM, lead tracking)
- Managed full sales pipeline from prospecting to closing
- Conducted product demos and onboarding walkthroughs
- Maintained ongoing client relationships to ensure retention and satisfaction

Talent Manager & Creative Strategist

Forwrd Agency • February 2023 - October 2023

- Managed influencer campaign operations, from sourcing and negotiation to execution and performance monitoring.
- Designed structured campaign workflows to coordinate creators, clients and internal teams
- Conducted competitive market research to inform campaign positioning and creative strategy
- Coordinated communication using Slack and Clickup to maintain project visibility and deadlines
- Developed campaign scripts and creative frameworks to optimize engagement and conversion.

FOUNDER PROJECTS

Founder & Systems Architect | Loomi

AI-Native Social Media Knowledge System (MVP) • Present

- Built end-to-end AI System that turns social media content into structured and searchable knowledge
- Architected multi-platform extraction workflows using N8N, Apify, OpenAI and Gemini
- Developed AI chat agent for user-specific knowledge retrieving via Supabase.

SKILLS

Technical & Automations

- N8N
- AI Agents
- Low-Code / AI-powered tools
- Notion
- Google Workspaces
- API Integrations

Operations

- Slack, Notion, Clickup
- Project Management
- Operational Infrastructure

EDUCATION

Bachelor of Management

Instituto Superior de Contabilidade e Administração de Lisboa • 2021–2024

CS50 (Introduction to Computer Science)

Harvard Online • 2025 (in progress)