

# John Roberts

## Business Automation Developer

### Contact

JohnnyCalifornia.com/Work  
Email me at bottom of Web Pages

### Education

Bachelor of Arts in Business  
Administration  
University of La Verne, 2014

### Hard Skills

Process Automation  
Data Analysis & Reporting  
Database Management  
AI & Workflow Automation  
Cloud Migration  
Enterprise Software Development  
Business Process Optimization  
IT Infrastructure & Security  
Logistics & Operations  
Project Management  
Financial & Cost Analysis

### Soft Skills

Leadership & Team Building  
Innovation & Problem-Solving  
Communication & Collaboration  
Training & Mentorship  
Strategic Thinking  
Adaptability  
Negotiation & Influence  
Attention to Detail  
Time Management  
Stakeholder Engagement

### Languages

English (Fluent)

### Summary

For the past 13 years, I have been training for a job that leverages AI tools to develop strategic software and business solutions. I have been using Microsoft applications to automate business needs and there must be an AI tool, either in development, being refined, or already in use, that does what I've been doing all along, but at extreme speed, with unlimited scalability, and makes the whole process seamless and polished. Whether it's building a model, refining an existing one, or working in a customer facing role to implement time saving solutions, this is where I see myself making the biggest impact professionally.

### Experience

*September 2014- December 2023*

#### **Operations Manager • Hospital Management Services – Simi Valley, CA**

- Partnered with the CEO to implement strategic initiatives, aligning team efforts with organizational goals
- Served as the go-to resource for innovative solutions, developing automation tools and process improvements that enhanced efficiency and accuracy. Regularly collaborated with staff to refine ideas and implement impactful changes
- Migrated in-house servers to cloud platforms, integrating SharePoint for document management and leveraging Active Directory for secure access control. Designed and implemented disaster recovery policies to ensure business continuity
- Developed user-friendly dashboards and user forms to visualize workforce performance, improving decision-making and operational transparency.
- Trained teams to leverage AI and automation tools, boosting productivity and advancing innovation
- Automated reporting and data extraction processes using SQL and VBA, reducing errors and cutting report preparation time from two months to two days

*December 2013 – July 2014*

#### **Production Manager • Roberts Events - Moorpark, CA**

- Coordinated planning efforts, including scheduling, staff management, and inventory control
- Led teams of 100+ in audio, staging, lighting, merchandise and power setup for live events, coordinating with vendors to meet hard deadlines and ensure seamless execution before showtime

*June 2009 – November 2013*

#### **Developer • Bank of America – Simi Valley, CA**

- Developed and optimized VBA scripts to automate data extraction from AS400, significantly reducing manual reporting efforts and improving accuracy
- Engineered a reporting system integrating AS400 screen scraping with SQL data extraction, enabling real-time decision-making and eliminating manual case reviews and backlog in two weeks, leading to a drastic reduction in staffing needs and increased operational efficiency