Zaire Nadela

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Experience

Haus Operations Strategist Jun 2026 – Present
Evolution Haus *Remote*

- Manage new client setup end to end, taking each account from signed contract to fully live within 7 business days.
- Run client onboarding calls and final walkthroughs, giving every client a clear handover before launch.
- Build up to 6 website pages and a full set of branded email templates per client, and own the design of the agency's 4 template themes.
- Document every build as an SOP and keep the Notion client tracker current, so any team member can pick up a client's work.

GoHighLevel Developer (Independent Contractor) Jul 2026 – Oct 2026
Phunnels LLC *Remote*

- Built and maintained client websites, funnels and landing pages in GoHighLevel from brief to launch.
- Configured CRMs, workflows and automations, and wrote AI master prompts that standardized how builds were produced.
- Resolved technical issues and ran QA testing before launch, and documented each build for handover.

Freelance GHL Funnel & Automation Builder Nov 2025 – Present
Self-Employed *Remote*

- Delivered a complete GHL website for a US-based automation specialist from brief to launch, including site structure, forms and CRM integration.
- Migrated a WordPress site to GHL with no loss of design structure, reconnecting every form, CTA and booking integration.
- Built a full med spa system (portfolio): booking funnel, 3-branch automation workflows, 6-stage CRM pipeline and HTML nurture emails for onboarding, no-show and cancellation recovery.

Projects

Client Website Brief App – Evolution Haus | *JavaScript, HTML/CSS, CRM Integration* 2026

- Built an intake app that turns a client's website preferences (goals, style, colors, brand assets) into a ready-to-use build brief, replacing back-and-forth discovery.
- Deployed inside the agency's CRM, saving each submission to the contact record and triggering an automated team notification.

Author Landing Page Master Prompts – Phunnels LLC | *AI Prompt Engineering* 2026

- Created master prompts that generate complete book landing pages for Amazon authors from their book details.
- Built in the business's rules, including a lead-capture popup before every Amazon link, so every page captures leads.

Skills

CRM & Automation: GoHighLevel (websites, funnels, pipelines, workflows, email templates), Zapier
Operations: Client Onboarding, SOP Documentation, Client Tracking, QA Testing, Notion, Trello, Slack, Calendly, Clockify
AI & Development: Claude Code, Codex, Prompt Development, VS Code, GitHub, HTML/CSS, JavaScript, Higgsfield
Design & Content: Figma, Canva, Meta Business Suite, Adobe Premiere Pro, CapCut
Productivity: Google Workspace, Microsoft 365

Education

BS Civil Engineering (Undergraduate) 2021 – 2022
University of the Philippines Los Banos

Science, Technology, Engineering & Mathematics 2019 – 2021
STI College Munoz-EDSA