

Gustavo A. Padilla

AI-Fluent Operator · Process Automation & Workflow Design · Claude Code Builder · Operations Background

Bogotá, Colombia · U.S. business hours · gustavoandps@gmail.com · linkedin.com/in/gustavoandps · portfolio-gustavoandps.vercel.app

Professional Summary

Operator and builder with 3+ years of full-cycle payroll experience and a parallel track record of building AI-driven automation systems with Claude Code and n8n. I use AI tools daily — not occasionally — to design workflows, automate repetitive processes, and turn ambiguous problems into shipped systems. On my own time I've built a Claude Code + MCP workspace that designs and validates n8n workflows, and a fully autonomous trading agent (5 scheduled daily workflows, 15+ codified risk rules, git-as-database audit trail). At Vensure, I built Excel and Power Query automation that streamlined multi-client payroll processing in a high-volume environment. Bias toward execution: I move fast, learn what I need on my own time, and prefer outcomes over activity.

Professional Experience

Payroll Specialist

Jan 2025 – Dec 2025

Fourth PEO (via Solvo Global)

- Owned full-cycle W-2 payroll processing for 35+ multi-client accounts (~12,000 employees in aggregate) on weekly and biweekly schedules, plus off-cycle runs and final pay, with 100% on-time submission.
- Served as the primary payroll contact for a 34-location restaurant group — managing hourly/tipped employee payroll, onboarding, and compliance requirements; ran parallel W-2 and 1099 independent-contractor payrolls for a client with both populations.
- Ensured compliance across multiple U.S. states, with client locations in Miami, Fort Lauderdale, Orlando, Naples, St. Petersburg, Atlanta, and Montgomery; proactively monitored regulatory updates and applied them across client accounts.
- Followed and improved standardized payroll SOPs; identified process gaps and documented enhancements to increase auditability.
- Performed pre- and post-payroll audits on wages, deductions, garnishments, tax withholding, and benefits.
- Coordinated with HR and onboarding teams; maintained audit-ready records (W-2s, W-4s, I-9s).
- Collaborated with Benefits, Garnishments, and Client Relations teams; no client ever escalated a payroll to management.

Payroll Analyst

May 2024 – Jan 2025

Vensure Employer Solutions (via Solvo Global)

- Delivered outsourced W-2 payroll and HCM consulting for 100+ client accounts (~30,000 employees in aggregate) across 10+ U.S. states, including New York, Florida, Texas, California, Arizona, Georgia, Alabama, Virginia, and North and South Carolina, with 100% on-time submission.
- Acted as primary payroll contact, resolving discrepancies and ensuring smooth payroll execution from data entry to reporting.
- Served as internal payroll SME, resolving complex multi-state tax and benefits issues under tight deadlines; worked tax notices and agency correspondence for clients.
- Reviewed and validated high-volume time and attendance data; reconciled payroll reports and flagged discrepancies using Excel and HRIS tools.
- Implemented process improvements that streamlined payroll procedures and reduced processing time; supported certified (prevailing-wage) payroll runs alongside a senior specialist — hours entry, payroll summary and invoice checks, report delivery.

Payroll Administrator

Jan 2023 – May 2024

TMF Group

- Managed end-to-end U.S. W-2 payroll operations (~1,000 employees in aggregate) for clients based in 7 countries (United States, Ireland, Norway, Switzerland, Colombia, Chile, China), coordinating with client payroll counterparts abroad — processing, reconciliation, and reporting.
- Prepared payroll GL reports, mapping payroll costs to client-specific accounting structures.
- Administered 401(k) contributions with IRS-compliant processing; ran off-cycle payrolls and final pay for client accounts.

- Maintained personnel records and supported onboarding/offboarding workflows within HRIS systems.

Fraud & Risk Analyst

Nov 2021 – Dec 2022

Capital One (via Concentrix)

- Executed fraud detection and risk management protocols under compliance-driven conditions, investigating suspicious activity across cardholder accounts.
- Analyzed fraud patterns and trends — including common typologies such as account takeover (ATO), payment fraud, and mule activity — to support detection and prevention strategies.
- Worked within rule-based fraud detection workflows; identified anomalies and flagged detection signal gaps for senior team review.
- Documented investigation findings with high-accuracy data review standards; communicated cases cross-functionally in English and Spanish.

Technical Projects

LLM Knowledge Wiki

Personal Project, 2026 – Present

Obsidian knowledge base + Claude Code-built toolchain + CI

- Built a two-layer knowledge base on top of Obsidian that separates captured source material from short, reusable compiled notes, enforcing machine-checked provenance on every compiled note (source list, source count, and a no-fabricated-citation lint) so the synthesized layer stays auditable.
- Directed Claude Code to build and iterate a roughly 1,700-line toolchain — specifying behavior, reviewing output, and testing each mode — including a ten-subcommand maintenance and retrieval CLI (doctor, build, lint, source-scan/lint/coverage, graph-lint, search-catalog) and an async Claude Agent SDK ingest pipeline with single, batch, and filesystem-watch modes.
- Enforced a deterministic, LLM-free CI gate (GitHub Actions) plus a pre-commit security auditor that blocks leaked secrets, forbidden API-key usage, and raw-SDK imports — keeping all model access on an audited, subscription-only path.
- Integrated a queryable knowledge graph over the Model Context Protocol (graphify) for relationship queries across the vault, and documented graph-first retrieval conventions over naive text search.

Autonomous Nightly Knowledge Pipeline

Personal Project, 2026 – Present

Scheduled Claude Code cloud agent

- Built a fully autonomous nightly cloud agent (Claude Code Routine) that clones the repo, auto-ingests any pending source material into compiled notes flagged for later human review, and synthesizes a narrative end-of-day digest covering new items, notes needing review, stale sources, lint health, and synthesis-gap suggestions.
- Designed the run for human-in-the-loop review and graceful degradation: each run commits to a dated branch and opens a GitHub PR (gh CLI with a direct GitHub-API fallback), while an ingest failure surfaces in the digest rather than aborting the run.
- Wired in Telegram push notifications that deliver a condensed headline and top action items after each run, and confirmed the pipeline end-to-end via a series of dated digests committed to the repository.

Claude Code Skill Suite

Personal Project, 2026 – Present

Reusable agent skills for a knowledge system

- Authored nine custom Claude Code skills that codify the system's workflows — source ingest, wiki query, lint-error remediation, vault maintenance, and batch web-clip intake, plus a set of domain-specific authoring skills — as composable, auto-activating instruction modules.
- Designed the skills to compose and stay model-agnostic: the ingest skill chains into markdown and web-extraction skills, the maintain skill chains into an Obsidian-CLI skill, and each skill is self-contained so any session inherits the project's conventions without external state.
- Encoded operational guardrails directly into the skills — provenance rules, a controlled tag vocabulary, the quality-grading policy, and a run-the-maintenance-gate-before-commit discipline — so correct behavior is enforced by the tooling rather than left to memory.

AI-Assisted n8n Workflow Builder

Personal Project, 2025 – Present

Claude Code + MCP integration for self-hosted n8n

- Built a Claude Code workspace that designs, validates, and deploys n8n workflows on a self-hosted instance via the n8n-mcp Model Context Protocol server.

- Authored an 8-step build loop and quality contract (CLAUDE.md) enforcing schema validation, diff-based edits, and execution-proof hand-off — no workflow ships without passing `validate_workflow` and at least one successful run.
- Integrated the `n8n-skills` plugin (7 auto-activating skills) covering expression syntax, node configuration, workflow patterns, validation error interpretation, and Code-node scripting.
- Demonstrates fluency with: `n8n`, Model Context Protocol (MCP), Claude Code skills/plugins, agentic workflow design, and AI-tooling guardrails.

Multi-System Support Request Automation

Personal Project, Oct 2025

Google Forms → Airtable + ClickUp

- Built an end-to-end support ticket intake and routing workflow connecting Google Forms, Airtable, and ClickUp — automating capture, logging, task creation, and stakeholder notifications with no manual handoffs.
- Implemented priority-based conditional logic: High-priority requests trigger immediate alerts to both the support team and the requester with a 24h SLA; Medium/Low requests notify the requester with a 48h SLA, each assigned at the corresponding priority tier in ClickUp.
- Synced submissions to two Airtable tables — a raw request log and a live count-by-priority summary — for audit trail and at-a-glance volume reporting.
- Re-implemented the same workflow across two orchestrators (`n8n` and Zapier), validating design portability and surfacing trade-offs between self-hosted (`n8n`) and managed (Zapier) automation platforms.

GoHighLevel Support Intake Pipeline

Personal Project, 2025 – Present

n8n: GHL → Airtable → ClickUp

- Designed and built a 9-node `n8n` workflow that turns GoHighLevel form submissions into Airtable records and ClickUp tasks, with priority-aware notification branches (internal SMTP alert + GHL Conversations API replies on 24h/48h SLAs).
- Engineered for reliability: composite-key idempotency on Airtable upsert, retries (3×, 2s) on every external call, non-blocking error handling on notifications, and a dedicated errorWorkflow for centralized failure capture.
- Centralized payload mapping in a single Set node — making the workflow resilient to GHL field-key changes — and added bidirectional traceability between Airtable rows and ClickUp tasks via task-ID backfill.
- Validated via the `n8n-mcp` toolchain (`validate_workflow`); shipped with templated credential and ID placeholders so it can be deployed against a fresh Airtable base, ClickUp list, and GHL location with no code changes.

Autonomous AI Trading Bot

Personal Project, 2026 – Present

Alpaca + Telegram APIs, bash/AI orchestration

- Designed and deployed a fully autonomous trading agent on the Alpaca paper trading API that runs scheduled workflows every trading day (pre-market research, order execution, midday risk scan, EOD reporting) plus a Friday weekly review, replacing an estimated ~8 hours/week of manual research, monitoring, and review.
- Codified a 15+ rule risk-management framework (position sizing, max 3 trades/week, -7% stop-loss enforcement, 10% trailing stops, sector-exit triggers) into automated buy/sell gates that reject non-compliant orders before submission.
- Built a 6-check pre-trade validation layer (PDT compliance, capital deployment limits, catalyst documentation, instrument type, position count, weekly trade cap), reducing manual decision errors and ensuring 100% rule adherence.
- Engineered a full audit trail using git-as-database — every trade, research thesis, and weekly performance grade (A–F) is timestamped, sourced, and version-controlled, enabling instant retrospective analysis.
- Integrated Alpaca brokerage API, Telegram alerts, and AI-driven web research into a unified bash/AI orchestration layer with graceful fallbacks (e.g., local file logging if notification API fails).

Automated Options Trading Workflow

Personal Project, 2025 – Present

NVDA wheel strategy

- Designed and managed an end-to-end automated options trading workflow implementing a conservative NVDA wheel strategy (cash-secured puts and covered calls) using Claude Code and the Alpaca paper trading API.
- Defined execution logic, risk controls, and operational rules — including position sizing caps, profit-taking thresholds, and market-hours enforcement — to ensure controlled, rule-based automated decision-making.
- Built a structured SQLite trade log fed directly from the broker API, enabling accurate performance tracking across daily, weekly, monthly, and quarterly cycles.
- Implemented automated Telegram reporting with real-time trade alerts and periodic performance summaries including premium collected, unrealized P&L per position, and total return vs. starting capital.

Payroll Process Automation

Vensure Employer Solutions,

Excel & Power Query

2024 – 2025

- Designed and implemented an automated workflow using Excel and Power Query to consolidate and transform payroll data from multiple sources.
- Automated data cleaning, validation, and standardization, reducing manual processing time and minimizing errors.
- Built a structured, refreshable reporting process to ensure consistent and audit-ready payroll data.
- Improved operational efficiency in a high-volume, multi-client payroll environment.

Core Competencies

AI & Automation

- Claude Code (daily use) · Claude Code skills & plugins authoring · AI/LLM orchestration · Prompt engineering
- Assistants & coding agents: Claude, ChatGPT, OpenAI Codex, Gemini, Grok · Open-weight models via API (NanoGPT): GLM 5.x, Kimi K2.7/K3, MiMo 2.5, Qwen 3.5–3.8, DeepSeek V4 Flash
- Local inference: ComfyUI image & video generation (MiniMax-H3, Qwen3), Gemma models · LM Studio and Ollama runtimes (LLaMA/Alpaca era, 2023)
- n8n (self-hosted) — workflow design, validation, idempotency, retry/error-handling, errorWorkflow patterns
- Zapier — managed automation workflows; validated cross-orchestrator design portability
- Model Context Protocol (MCP) — n8n-mcp server integration, schema validation, execution-proof hand-off
- Multi-system API integration: Alpaca, Telegram, Airtable, ClickUp, GoHighLevel, Google Forms, SMTP
- Bash scripting & shell automation · Scheduled cron workflows · Environment & secrets management
- Git workflows (worktrees, branch-per-period state, version-controlled audit trails)
- AI-directed tooling — specifying, reviewing & testing Claude Code-built CLIs, async pipelines, and Claude Agent SDK ingest
- Scheduled cloud agents (Claude Code Routines) — autonomous ingest → digest → PR → notify, with graceful degradation
- Knowledge-graph retrieval — graphify over MCP; two-layer (raw/compiled), provenance- and quality-graded knowledge systems
- CI & release safety — deterministic GitHub Actions lint gates, pre-commit secret/leak auditing, enforced subscription-only LLM auth

Process Design & Operations

- Process automation & workflow optimization · Advanced Excel & Google Sheets · Power Query
- Rule-based decision systems & gating logic · Compliance-style controls (audit trail, capital limits, exception handling)
- KPI/metric tracking · Cadenced reporting (daily/weekly) · Root-cause analysis · Data sourcing & evidence-based reasoning

Payroll & Compliance Domain

- Full-cycle W-2 multi-client payroll · Multi-state & California compliance · Federal, state & local tax withholding
- Client-facing payroll operations · SOP development · Pre/post-payroll auditing · HRIS data auditing
- Garnishment & levy administration · GL preparation · 401(k) administration · Off-cycle payroll & final pay · Tax notices & agency correspondence
- Platforms: ADP Workforce Now · ADP Run · ADP SmartCompliance · PrismHR · TriNet

Working Style

- Remote independent execution · Bias toward shipping · Self-directed learner · Outcomes over activity

Education & Languages

- Bilingual — English C2 (EF SET certified) / Native Spanish
- Universidad Nacional de Colombia
- Santa Fe High School — Finance & Business Concentration