

# Kyle Tolilic | AI Automation & Data Operations Specialist

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## Professional Summary

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Results-driven AI Automation & Data Operations Specialist focused on building scalable, API-driven systems. Expert in replacing manual workflows with AI-assisted pipelines for lead enrichment, classification, and data validation. Proven ability to manage complex LLM contexts and develop custom technical solutions that bridge the gap between operations and software engineering.

## Core Skills

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- **Automation & AI:** AI-assisted workflows (Make / Zapier), AI Context Management, Prompt Engineering, Error Handling/Retries, Rate-limiting logic.
- **Technical Stack:** Python (Tkinter, GitPython), Java (OOP), SQL, SQLite, Node.js (Express), API Integrations, Webhooks, Git/GitHub.
- **Data & Systems:** Large dataset handling, Data deduplication, Schema design, Workflow Architecture, Information Design (Notion/Google Sheets).
- **Design (Secondary):** UI/UX Principles, Wireframing (Figma), Adobe Photoshop, High-fidelity Prototyping.

## Professional Experience

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### Ongoing Contract

*Automation Engineer / AI Automation Specialist*

**Remote**

2025–Present

- Designed and implemented AI-assisted automation pipelines for lead ingestion and structured storage.
- Built multi-step workflows integrating scrapers, automation platforms (Zapier / Make), and structured databases.
- Replaced spreadsheet-based manual processes with repeatable, API-driven systems used in production.
- Implemented validation rules, multi-layer deduplication logic, and failure handling to ensure **high data reliability and integrity**.
- Fixed critical production Zapier bugs by introducing runtime CRM lookups, preventing incorrect automated communications to paying customers.
- Documented systems for long-term maintenance, safe iteration, and seamless team handoff.

## Technical Projects

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### AI Context Management System

*Mother AI Project Orchestrator*

*Python, Tkinter, GitPython*

- Architected a custom desktop IDE to enforce AI Context Persistence, solving context loss issues across complex projects.
- Implemented dual-persistence logic: JSON for configuration and timestamped YAML logs for session history.
- Automated version control using GitPython to generate Git commit messages from AI-validated checkpoint summaries.
- **Source Code:** View Repository on GitHub

### Automation Architecture

*Attorney Nurturing Pipeline*

*Zapier, GPT-4o, Notion*

- Designed a 28-step automation system to source, qualify, and generate personalized outreach for immigration attorneys.
- Achieved 96%+ end-to-end success rate with controlled operational costs and scalable batch processing.

### API Integration & Deployment

*Help Scout Sage AI Draft Generator*

*Node.js, Help Scout API*

- Developed an Express service to generate AI support drafts directly within Help Scout, reducing costs by 70–80%.
- Implemented a manual-trigger architecture to ensure human-in-the-loop quality control for customer communications.

## Discord Adventure RPG

*Aethelgard: The Guild's Path*

*Python, SQLite*

- Developed a complex, text-based RPG demonstrating full-stack management with 30+ source files.
- Designed a scalable modular architecture and custom SQLite database to manage persistent player data.
- **Links:** [View Code](#) | [View Database Architecture](#)

## Certifications & Languages

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**Certification:** Java Fundamentals | Oracle Academy (2024)

**Languages:** English (Fluent), Filipino (Native), Japanese (Basic)