

Kyle Tolilic | AI Automation & Data Operations Specialist

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Professional Summary

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

- **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

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

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

Certification: Java Fundamentals | Oracle Academy (2024)

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