

CEDRIC KATO

AI Solutions & Automation Consultant

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SUMMARY

AI operations and automation consultant with 5+ years building systems for 200+ US-based businesses across nearly every industry. Designs and ships production AI workflows end to end: voice agents, CRM automation, LLM-powered tools, email infrastructure, and the internal dashboards that tie them together. Builds with Claude, Claude Code and the Anthropic/OpenAI APIs, and translates business needs into working systems for non-technical stakeholders. Architecture graduate (UST) who approaches software the way a building is designed: map the whole system first, then build components that fit.

EXPERIENCE

Independent AI & Automation Consultant | Remote

2021 – Present

Contract engagements with US-based clients, delivered alongside a four-person subcontracted support team.

ChiefAIOfficer.com | Head of Admin Tech

- Designed **CAIO Motherboard**, a central operations dashboard covering subscription tracking, the affiliate system, and automated Gamma deck generation for prospects, with a roadmap for GHL contact and campaign monitoring.
- Owned email deliverability and DNS: SPF, DKIM and DMARC configuration, sending-domain inventory, and Resend vs. GHL sending paths.
- Rewrote the site's **llms.txt** so AI crawlers index current positioning, services and pricing instead of outdated copy and broken links.
- Stood up the Circle.so course structure and led the WordPress-to-Circle content migration, including account and access handoffs during a vendor transition.
- Helped launch an inbound AI voice agent with GoHighLevel contact capture, sales handoff and SMS fallback.
- Supported affiliate enrollment and CRM tagging for podcast promotion operations.

FL4K | LMS Content & Production Specialist

Language-learning curriculum for schools.

- Drove multi-year LMS content input across Spanish curricula (levels 1–8+), including practice questions, culture modules and teacher resources.
- Delivered a 2025 French curriculum sprint (practice, culture and dialogue sets) and handed off for server-update review.
- Produced video edits (Vimeo replace-in-place, promo and section footage) and migrated Teacher Guides into Canva.
- Trained and coordinated additional VAs on content input to scale curriculum throughput.

TaskBullet | Systems & Automation Specialist

200+ US client accounts across nearly every industry and niche.

- Built automation systems with Zapier, Make, Airtable, ClickUp and n8n across multiple client accounts.
- Configured CRMs and ran email marketing on GoHighLevel, HubSpot, Keap, Klaviyo, Mailchimp, ConvertKit, Brevo and ActiveCampaign.
- Created client onboarding systems and SOP documentation; ran a Graphic Design/Canva mentorship track for other VAs.

SELECTED BUILDS

Axis [axis-ops.app](#) — multi-tenant SaaS operations platform for VA service businesses. Next.js, Vercel, Neon Postgres, Resend, Anthropic API; built with Claude Code, with GoHighLevel integration explored via MCP.

Sortie [getsortie.xyz](#) — AI inbox organizer. Connects via Google sign-in, scans Gmail to map every sender, uses Claude to classify them, then builds a label hierarchy and filters so new mail arrives pre-sorted.

Chronicle [thechronicle.ink](#) — social tracking app for movies, series, anime and documentaries (beta): unified catalog, curated collections with per-user progress, reviews, follow feed, leaderboard and CSV export.

Opus [opus-core.app](#) — private life-tracking and daily journaling app: guided daily writing across six dimensions (mind, body, soul, spirit, work, people), with Google sign-in and cross-device sync.

Log Pose log-pose-optcg.vercel.app — One Piece Card Game navigator: browse, filter and sort the full English card catalog and build tournament-legal decks.

SKILLS

AI & LLMs	Claude, Claude Code, Anthropic API, OpenAI API / ChatGPT, MCP servers, MindStudio, Cursor, GHL Voice AI, prompt and agent design
Automation	n8n, Make, Zapier, Airtable, webhooks and REST API integrations
CRM & Marketing	GoHighLevel, HubSpot, Keap, Klaviyo, Mailchimp, ConvertKit, Brevo, ActiveCampaign, ConnectAndSell
Web & Infra	Next.js, Vercel, Neon/Postgres, Resend, WordPress, Pressable, Circle.so, Bubble, DNS, SPF/DKIM/DMARC
Content & Design	Adobe Premiere Pro, Photoshop, Illustrator, Canva, Gamma, Vimeo
Workspace	Notion, Slack, Google Workspace, Microsoft 365, ClickUp, 1Password
Architecture	AutoCAD, Revit, SketchUp, Lumion

EDUCATION & ADDITIONAL

B.S. Architecture, University of Santo Tomas, Manila | 2020
Junior Architectural Designer, V. Soliven | 2021 — architectural design and documentation; trained the design team on Autodesk Revit.
Freelance Graphic Designer — branding, marketing assets and design systems.
Languages: English (fluent), Filipino (native) · **Availability:** remote, flexible across AEST and US Eastern hours