

CZARINA G. CASTILLO

AI ENGINEER | PRACTICAL AI TOOLS FOR BUSINESS OPERATIONS

Philippines | Remote | castilloczarina@gmail.com | <https://czarstudios.space>

PROFESSIONAL SUMMARY

AI Engineer and systems operator with a Computer Science degree who turns scattered business work into secure, reviewable AI tools. Built Slack knowledge and automation workspaces, Spinach AI and Zoom meeting-to-task pipelines, candidate review dashboards, prospect research and social discovery, and multi-account Gmail search. Owns requirements, architecture, AI-assisted implementation, testing, deployment, monitoring, recovery, documentation, and handoff across Python, FastAPI, RAG, PostgreSQL, Docker, APIs, and React/Next.js.

TECHNICAL SKILLS

AI, LLM, and RAG: RAG pipelines, LLM integration, document ingestion and OCR, embeddings, Qdrant and vector databases, semantic search, BM25, SQLite FTS5, citations, prompt optimization, hallucination reduction, evaluation

Python, APIs, and data: Python with AI-assisted development, FastAPI, Pydantic, REST APIs, webhooks, PostgreSQL, SQLite, Supabase, background jobs, structured JSON, relational data modeling

Agents and integrations: Hermes, AI agents and multi-agent workflows, MCP, Composio, OpenAI, Anthropic, n8n, Slack apps, Gmail, Google Workspace, authentication, RBAC, human approval gates, audit logs

Product, deployment, and QA: Next.js, React, TypeScript, frontend/backend integration, Docker, Linux/VPS, Vercel, Git/GitHub, API/database/browser testing, monitoring, logging, health checks, documentation

SELECTED AI SYSTEMS PROJECTS

Slack AI Company Workspace and Knowledge System

- Built a Slack-based AI workplace where employees could ask project questions, request automations, learn a role, find documents, approve work, and track completion. This replaced scattered conversations with a repeatable flow from request to action and durable company record.
- Designed project, automation-request, onboarding, document-update, approval, runner-status, private-summary, social, and directory channels. Connected five isolated Slack apps and Hermes agents using separate credentials, exact user/channel allowlists, behavior prompts, company-memory boundaries, and approval gates.
- Made company knowledge searchable from Slack through an Obsidian company brain and RAG, indexing 1,245 documents and 9,599 chunks with citations. Delivered rules and directories for all 31 active channels and verified real employee requests end to end.

Candidate Vetting and Interview Review Dashboard

- Built a hiring review dashboard that combines job requirements, OnlineJobs.ph and public profiles, resumes, portfolios, interview transcripts, assessments, approved email history, rate, schedule, and availability in one case. This reduces manual cross-checking and helps reviewers compare candidates using consistent evidence.
- Implemented role, skill, communication, reliability, schedule, and pay-fit scoring in React, Express, and SQLite, with strengths, risks, missing evidence, follow-up questions, and recommended next steps. Reviewer-only UI and API controls prevent autonomous contact, rejection, or hiring; QA passed 63/63 checks.

SELECTED AI SYSTEMS PROJECTS (CONTINUED)

Spinach AI and Zoom Meeting Intelligence to Daily Task Dashboard

- Built a workflow that turns complete Spinach AI and Zoom meeting records into source-backed summaries, insights, decisions, scheduling commitments, follow-ups, blockers, and action items. Long transcripts are processed in overlapping sections so commitments mentioned in the middle or end are not missed.
- Sends reviewed results to a persistent daily and weekly operations dashboard with task owner, status, due date, source, blocker, next action, deliverable, and proof link. Slack and Hermes actions remain in preview until a person approves them.

AFKOps Lead Research, Social Discovery, and Review Platform

- Built a prospect-research platform for teams that need qualified leads instead of duplicate or unverified lists. Lead Research checks public maps, websites, trigger events, and lookalike searches, explains why each prospect fits, and ranks the strongest leads for human review.
- Kept Social Discovery separate from initial lead ranking: it finds and validates public LinkedIn, Instagram, Facebook, and related company or contact profiles, giving reviewers clearer identity and activity evidence before human-approved outreach.
- Separated the Next.js/Supabase review dashboard from a Dockerized FastAPI/Hermes research worker so longer jobs remained visible and reviewable. Recovered stalled and duplicate work, restored a run to 20/20 valid nonduplicate leads, and passed 81 app plus 62 runner regression tests.

Secure Search Across Multiple Gmail Accounts

- Built a private Slack search tool that lets approved staff find source-linked results across two Gmail accounts without switching inboxes or exposing unrelated messages.
- Used explicit account selection, natural-language Gmail query construction, sender/date/label/attachment inference, and focused clarification. Metadata-first, read-only defaults and user/channel permissions block unauthorized access and mailbox changes, reducing search time and privacy mistakes.

PROFESSIONAL EXPERIENCE

AI Systems and Workflow Automation Integrator | Independent / Czar Studios

Remote | 2024-Present

- Design and operate AI workflows, searchable knowledge systems, dashboards, APIs, and business integrations that replace manual, scattered, or error-prone work for founders and small teams.
- Use AI-assisted development daily while owning the result: inspect code and data flows, test API/database/UI behavior, trace failures, deploy services, monitor logs and health checks, recover incidents, document decisions, and provide clear remote handoffs.

Freelance Ecommerce Graphic Designer and Video Editor | Independent Clients

Remote | May 2020-May 2023

- Produced product visuals, social content, video advertisements, campaign assets, and digital materials for ecommerce and other brands while managing requirements, revisions, deadlines, client communication, and delivery.

Founder and Operator | Heyday Cafe

Philippines | 2024-Present

- Built costing, purchasing, inventory, payroll, reconciliation, reporting, and owner-dashboard workflows that improved daily visibility and reduced dependence on staff conversations and manual notes.
- Managed finance, vendors, staff workflows, customer experience, and data-quality exceptions, providing practical experience designing systems that operators can understand and maintain.

EDUCATION

Bachelor of Science in Computer Science, Specialization in Software Engineering

FEU Institute of Technology | 2023